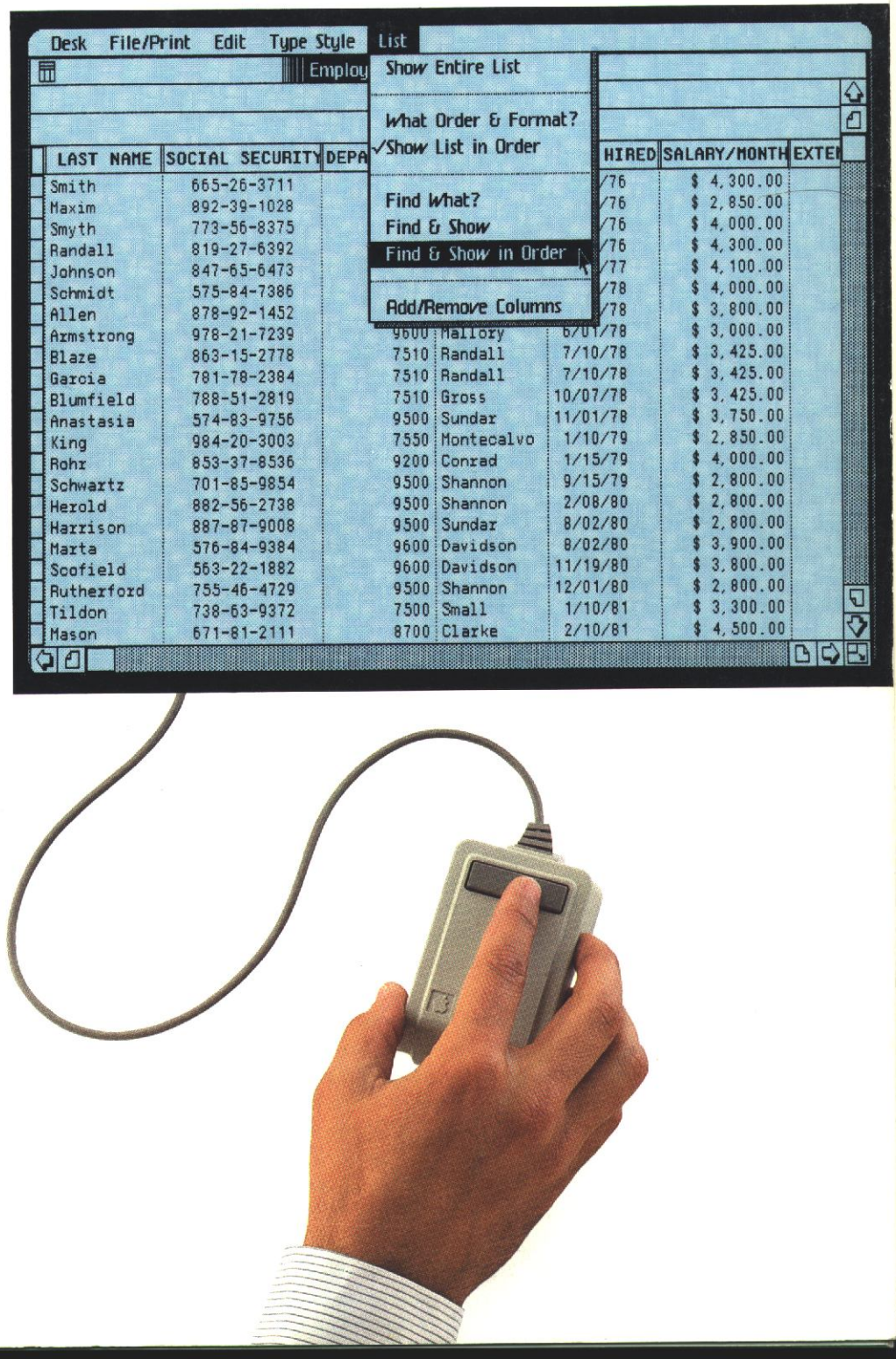
LisaList


Desk
File/Print
Edit
Type Style
List
Employ
Show Entire List
What Order & Format?
✓Show List in Order
Find What?
Find & Show
Find & Show in Order
Add/Remove Columns
LAST NAME
SOCIAL SECURITY
DEPA
HIRED
SALARY/MONTH
EXTE
Smith 665-26-3711 /76 $ 4,300.00
Maxim 892-39-1028 /76 $ 2,850.00
Smyth 773-56-8375 /76 $ 4,000.00
Randall 819-27-6392 /76 $ 4,300.00
Johnson 847-65-6473 /77 $ 4,100.00
Schmidt 575-84-7386 /78 $ 4,000.00
Allen 878-92-1452 /78 $ 3,800.00
Armstrong 978-21-7239 9600 Mallory 6/01/78 $ 3,000.00
Blaze 863-15-2778 7510 Randall 7/10/78 $ 3,425.00
Garcia 781-78-2384 7510 Randall 7/10/78 $ 3,425.00
Blumfield 788-51-2819 7510 Gross 10/07/78 $ 3,425.00
Anastasia 574-83-9756 9500 Sundar 11/01/78 $ 3,750.00
King 984-20-3003 7550 Montecalvo 1/10/79 $ 2,850.00
Rohr 853-37-8536 9200 Conrad 1/15/79 $ 4,000.00
Schwartz 701-85-9854 9500 Shannon 9/15/79 $ 2,800.00
Herold 882-56-2738 9500 Shannon 2/08/80 $ 2,800.00
Harrison 887-87-9008 9500 Sundar 8/02/80 $ 2,800.00
Marta 576-84-9384 9600 Davidson 8/02/80 $ 3,900.00
Scofield 563-22-1882 9600 Davidson 11/19/80 $ 3,800.00
Rutherford 755-46-4729 9500 Shannon 12/01/80 $ 2,800.00
Tildon 738-63-9372 7500 Small 1/10/81 $ 3,300.00
Mason 671-81-2111 8700 Clarke 2/10/81 $ 4,500.00

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Appendix: Ordering Values

Introducing LisaList

LisaList is a personal data base tool that helps you create all types of lists — for example, lists of clients with their orders and credit balances; inventory lists with part numbers, subassemblies, quantities, costs — in short, any list of multiple items that can be described with numbers or text. Your list can be as small as a department phone list or as large as a company personnel file; a list can have as many as 100 columns and there is virtually no limit to the number of rows it can contain.

Because the items in your list describe different types of information, LisaList provides a variety of data types that specify the type of information you want to enter in a column — for example, text, numbers, money, dates, times, telephone numbers, zip codes, and social security numbers. You can also format the entries in a column to your own specifications. You can restrict an entry to positive numbers only, restrict the number of digits or letters entered, or have the punctuation of your choice entered automatically. The possibilities for formatting information are nearly limitless.

To help you manage information, LisaList allows you to search for and display particular items in a list that meet the specifications of your choice. You can also sort a list, based on one or many columns, in ascending or descending order. These features, along with the ability to hide columns, adjust column widths, and change type styles, allow you to efficiently use the information in a list while presenting this information in a clear and professional manner.

About This Manual

This manual contains three chapters and an appendix.

- Chapter 1, Learning LisaList, gives you practice using LisaList by taking you step by step through an easy example.
- Chapter 2, Using LisaList, contains detailed instructions for performing specific tasks with LisaList and offers suggestions that help you use LisaList efficiently and effectively.
- Chapter 3, LisaList Reference, provides a summary of the LisaList tables and menus, as well as complete information on LisaList data formats.
- The Appendix lists and clarifies the sort order values for various types of data and the sort order of all Lisa® keyboard characters.

Each chapter begins with its own table of contents so you can easily look up different topics. If you can't find what you need in the table of contents, check the Index at the end of the manual. The Index lists many topics in several ways to help you find the topic you're looking for even if you're not sure what it's called.

The information in this manual assumes you've gone through LisaGuide, which teaches you how to use the mouse and explains special terms, such as *selecting* and *choosing*, that are unique to the Lisa. For instructions on starting LisaGuide, refer to the *Lisa Office System* manual.

Chapter 1

Learning LisaList

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9 Getting Started with LisaList
9 Have You Gone through LisaGuide?
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Getting Started with LisaList

This chapter gives you actual practice with LisaList. By going step by step through an easy example, you will quickly become familiar with the basic skills for using LisaList to create, revise, save, and print your own LisaList documents.

If you've already used another Lisa tool, you'll see many similarities in LisaList; the basic concepts for using each Lisa tool are the same.

Have You Gone through LisaGuide?

The Lisa Office System comes with a micro diskette called LisaGuide, which provides a self-paced tutorial on use of the Lisa desktop and the mouse. Before beginning the practice exercises given here, be sure you've gone through LisaGuide.

You should now feel comfortable with the special terms used in reference to the Lisa. For example, do you fully understand the special processes called *selecting* and *choosing?* If not, now is a good time to review LisaGuide once more. Refer to Chapter 1, LisaGuide, in the *Lisa Office System* manual for instructions on starting the LisaGuide micro diskette.

What You Need to Get Started

To do the practice exercises in this chapter, you'll need

- A Lisa set up and plugged in, with the keyboard and mouse attached. Make sure the Lisa is turned on.
- A printer set up and plugged in if you want to print your practice list. Make sure your printer is hooked up to the Lisa and turned on. Printing is optional.
- About 30 minutes.

If your system is not already set up, refer to Appendix A, Setup Procedures, in the *Lisa 2 Owner's Guide.*

Seeing What's on a Disk

To get at the document you'll work with, you first need to open the Disk icon as described in the steps below.

The way you open the Disk icon illustrates your Lisa's most general principle:

- First you select something.
- Then you do something to what you've selected.

To Open the Disk Icon:

1 ▸ Select (highlight) the Disk icon by moving the pointer to the icon and clicking the mouse button. (Icon not highlighted? Try again.)

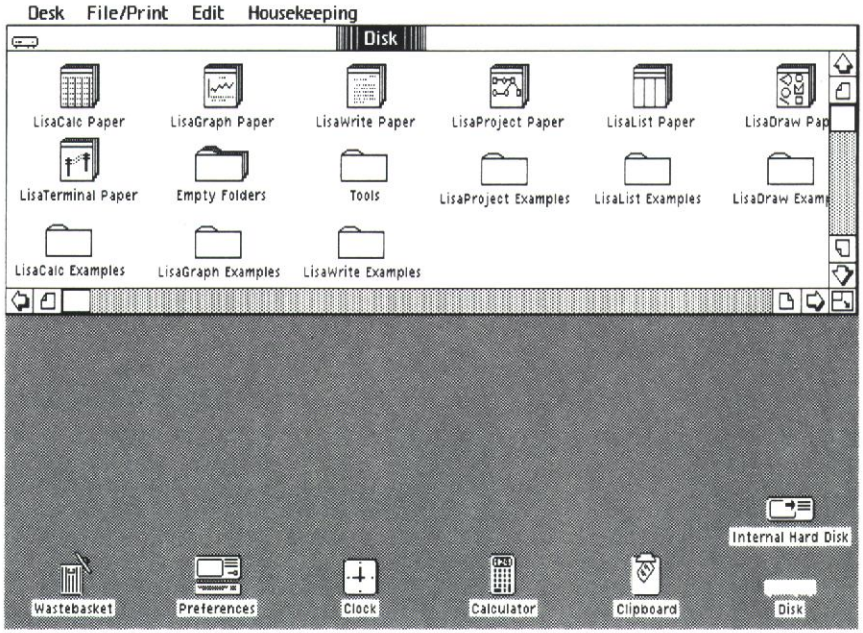
2 ▸ Open the selected Disk icon by opening the **File/Print** menu and choosing **Open "Disk"**.

Here's how

a. Press and hold down the mouse button, with the pointer's tip on **File/Print** in the menu bar.

b. Move the pointer down and release when **Open "Disk"** highlights. (Is the **Open "Disk"** menu item dim? You probably clicked somewhere else on the gray part of the screen and deselected the Disk icon. Go back to step 1 and make sure the icon is selected.)

3 ▸ Notice the window to the disk that zooms open on your Lisa's desktop. Your disk is like a very large file drawer; it's where you'll keep most of your work.



Opening a Document

Inside the disk window you should see several stationery pads and folders. The LisaList Examples folder contains the example you'll be working with here.

In the steps below, you will

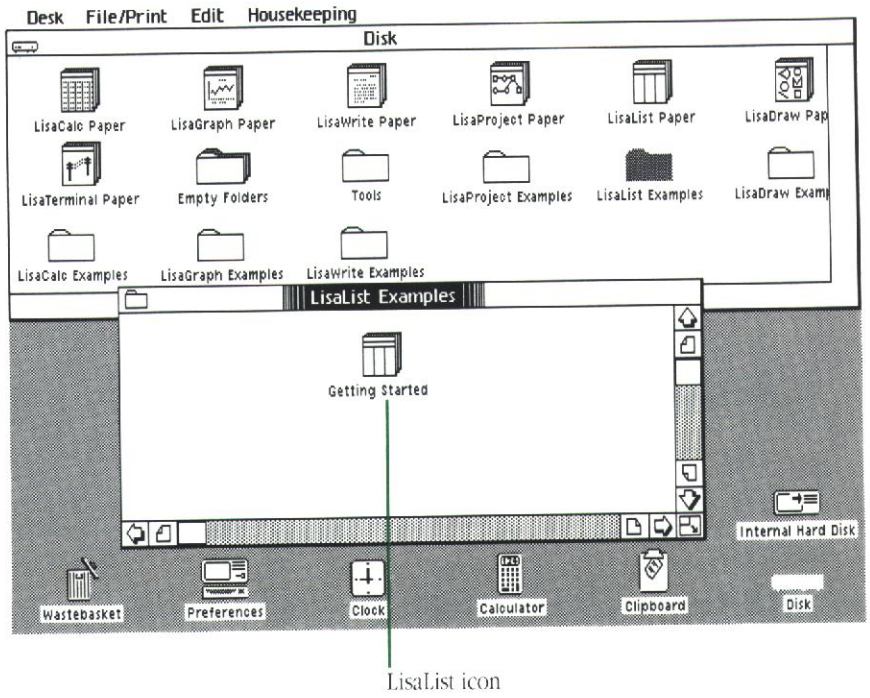
- Open the LisaList Examples folder.
- Tear off a sheet from the Getting Started stationery pad that's inside the folder.
- Move the new sheet, or document, to a clear spot in the folder.
- Name and open the document.

To Open the LisaList Examples Folder:

1 ▶ Select the LisaList Examples folder by clicking on it.

2 ▶ Open the **File/Print** menu and Choose **Open "LisaList Examples"**.

Notice the window to the LisaList Examples folder that zooms open, and its contents, as shown. The "list-like" pattern on the icon in the folder shows it is a LisaList icon.

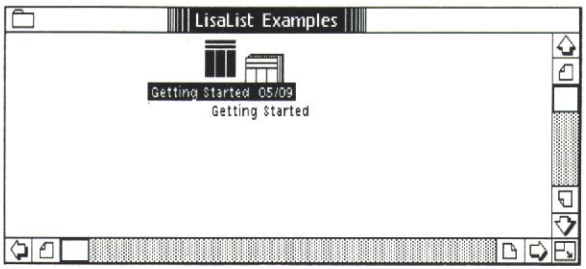


Copies of the example you'll be working with are on the Getting Started stationery pad.

To Tear Off a Sheet from the Pad:

1 ▶ Select the Getting Started pad icon.

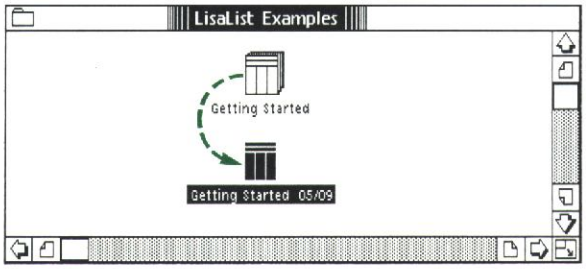
2 ▶ Open the **File/Print** menu and choose **Tear Off Stationery**. Wait a moment until the new document appears, as shown.



To Move the New Icon Out of the Way:

1 ▶ Place the pointer on the icon.

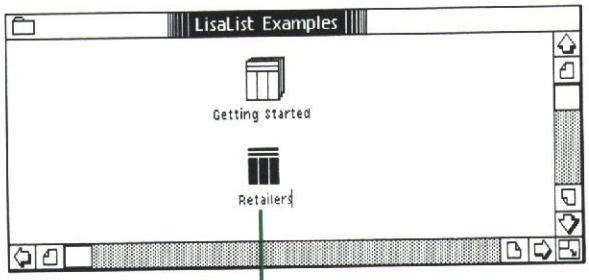
2 ▶ Press and hold down the mouse button and move the icon as shown (press and drag); then release the mouse button.



To Rename the New Document:

1 ▶ Make sure the new document icon is still selected (highlighted). If you've deselected the icon by clicking elsewhere on the screen, select the icon again by clicking on it.

2 ▶ Type the name *Retailers*. (Typing mistake? Use the Backspace key to correct it.)



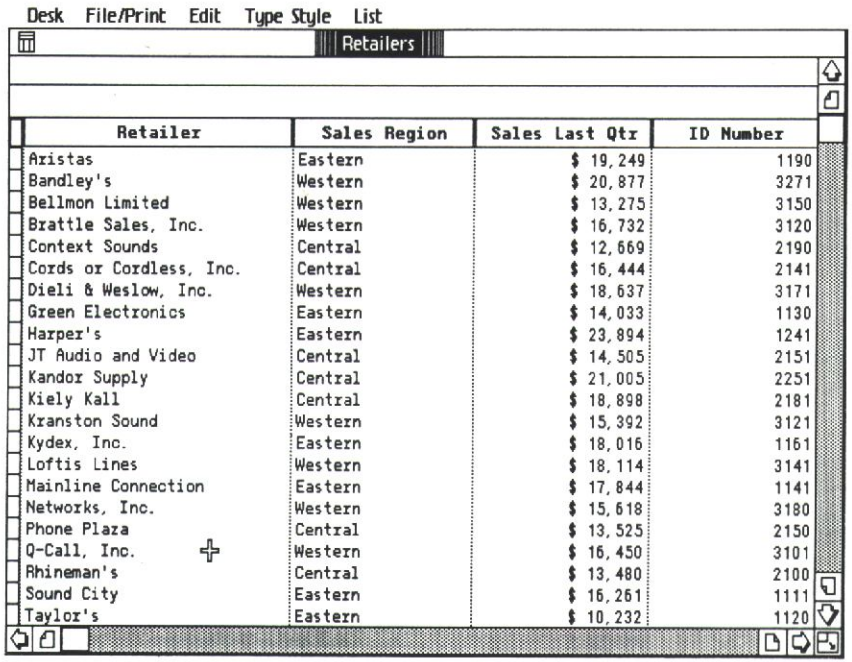
Type *Retailers*

To Open the Retailers Document:

1 ▸ Make sure the document icon is selected (highlighted).

2 ▸ Open the **File/Print** menu and choose **Open "Retailers"**.

Notice how the icon zooms open into a window.



Retailer	Sales Region	Sales Last Qtr	ID Number
Aristas	Eastern	$ 19,249	1190
Bandley's	Western	$ 20,877	3271
Bellmon Limited	Western	$ 13,275	3150
Brattle Sales, Inc.	Western	$ 16,732	3120
Context Sounds	Central	$ 12,669	2190
Cords or Cordless, Inc.	Central	$ 16,444	2141
Dieli & Weslow, Inc.	Western	$ 18,637	3171
Green Electronics	Eastern	$ 14,033	1130
Harper's	Eastern	$ 23,894	1241
JT Audio and Video	Central	$ 14,505	2151
Kandor Supply	Central	$ 21,005	2251
Kiely Kall	Central	$ 18,898	2181
Kranston Sound	Western	$ 15,392	3121
Kydex, Inc.	Eastern	$ 18,016	1161
Loftis Lines	Western	$ 18,114	3141
Mainline Connection	Eastern	$ 17,844	1141
Networks, Inc.	Western	$ 15,618	3180
Phone Plaza	Central	$ 13,525	2150
Q-Call, Inc.	Western	$ 16,450	3101
Rhineman's	Central	$ 13,480	2100
Sound City	Eastern	$ 16,261	1111
Taylor's	Eastern	$ 10,232	1120

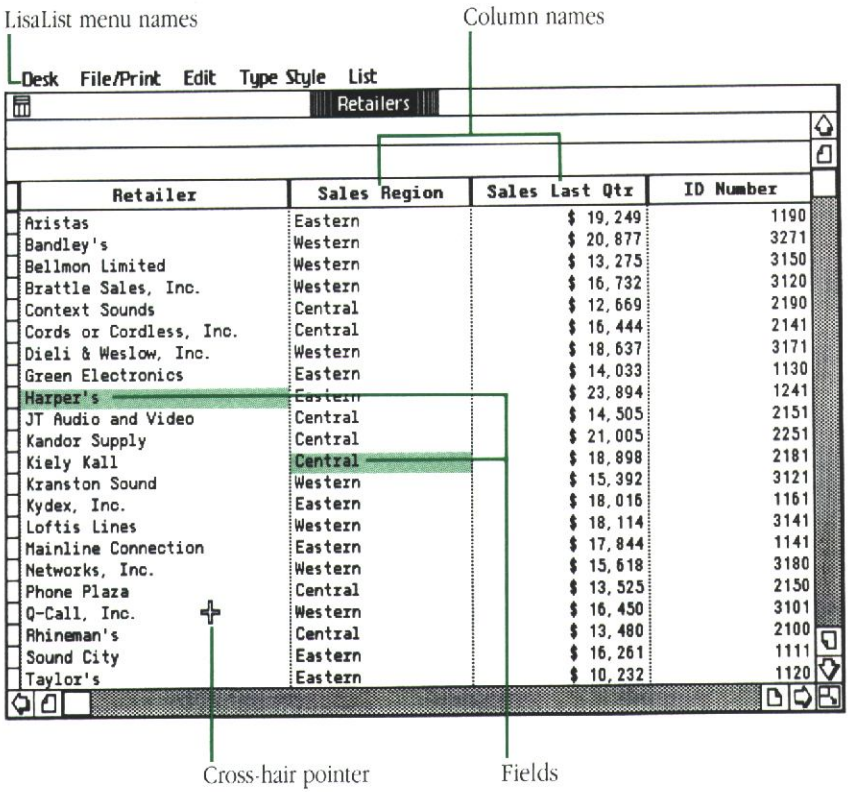
The LisaList Document

The Retailers document is now open on your Lisa's desktop.

The *menu bar* at the top of the screen shows the names of the *menus* used in working with LisaList. Each menu contains a list of actions you can take with a LisaList document.

Each row in the list is made up of separate *fields* of information. At the top of the list itself are *column names* that show what kind of information the fields of each column contain.

Without pressing the mouse button, move the pointer around the screen and notice how the shape of the pointer changes to an *arrow pointer,* ↖, when it's over the menu bar and to a *cross-hair pointer,* ✛, when it's over the rows in the list.


LisaList menu names
Column names
Desk File/Print Edit Type Style List
Retailers
Retailer
Sales Region
Sales Last Qtr
ID Number
Aristas Eastern $ 19,249 1190
Bandley's Western $ 20,877 3271
Bellmon Limited Western $ 13,275 3150
Brattle Sales, Inc. Western $ 16,732 3120
Context Sounds Central $ 12,669 2190
Cords or Cordless, Inc. Central $ 16,444 2141
Dieli & Weslow, Inc. Western $ 18,637 3171
Green Electronics Eastern $ 14,033 1130
Harper's Eastern $ 23,894 1241
JT Audio and Video Central $ 14,505 2151
Kandor Supply Central $ 21,005 2251
Kiely Kall Central $ 18,898 2181
Kranston Sound Western $ 15,392 3121
Kydex, Inc. Eastern $ 18,016 1161
Loftis Lines Western $ 18,114 3141
Mainline Connection Eastern $ 17,844 1141
Networks, Inc. Western $ 15,618 3180
Phone Plaza Central $ 13,525 2150
Q-Call, Inc. Western $ 16,450 3101
Rhineman's Central $ 13,480 2100
Sound City Eastern $ 16,261 1111
Taylor's Eastern $ 10,232 1120
Cross-hair pointer
Fields

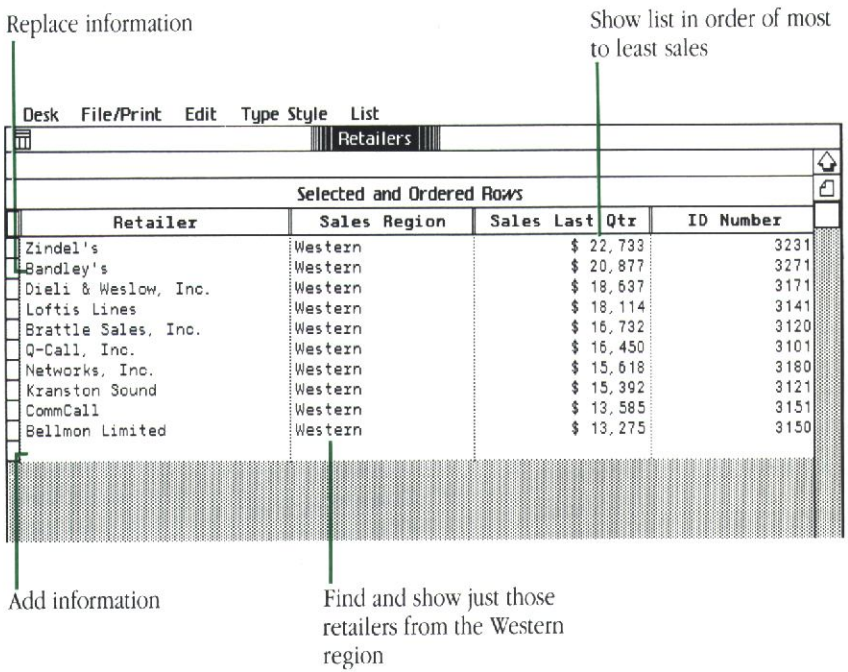
Practice with LisaList

Imagine you work for a fictional company called Switch-On Communications, Inc. The list currently on your screen shows, in alphabetical order, Switch-On's retailer's names from the Central, Eastern, and Western regions. You want to update the list, change the order of the list so the retailers are listed by their sales last quarter, and then find just those retailers from the Western region, ordered by their sales last quarter.

In the next several pages you will learn to

- Replace information in a field.
- Add a row of new information.
- Cut a row of old information.
- Show the list arranged in order of those who sold the most to those who sold the least.
- Find just those retailers from the Western region and show them in order of those who sold the most to those who sold the least.

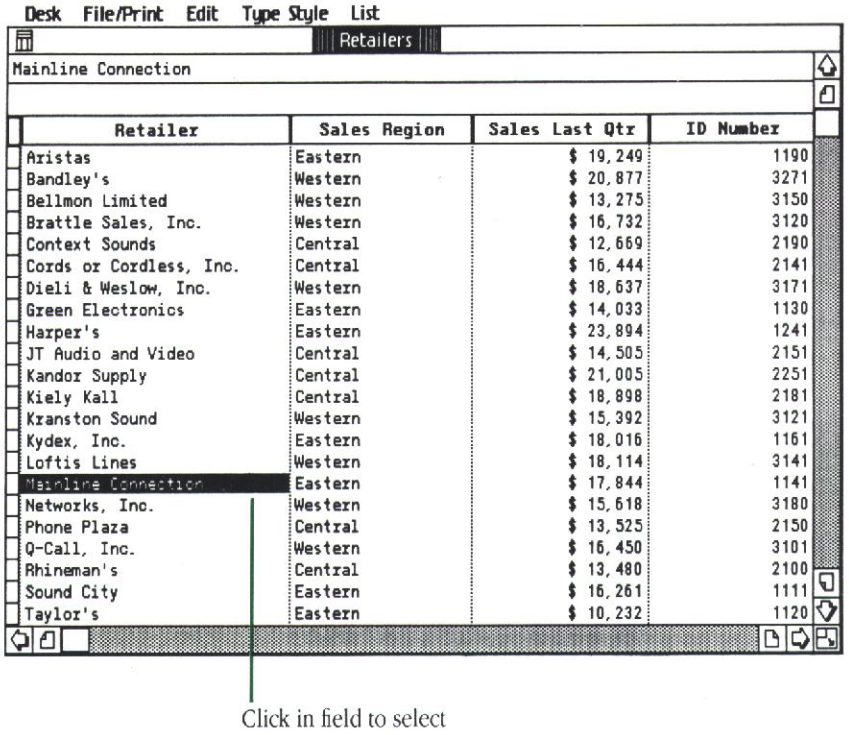
When you have finished, your list will look like the one below. Compare it with the list now on your screen.


Replace information
Show list in order of most to least sales
Desk File/Print Edit Type Style List
Retailers
Selected and Ordered Rows
Retailer | Sales Region | Sales Last Qtr | ID Number
Zindel's | Western | $ 22,733 | 3231
Bandley's | Western | $ 20,877 | 3271
Dieli & Weslow, Inc. | Western | $ 18,637 | 3171
Loftis Lines | Western | $ 18,114 | 3141
Brattle Sales, Inc. | Western | $ 16,732 | 3120
Q-Call, Inc. | Western | $ 16,450 | 3101
Networks, Inc. | Western | $ 15,618 | 3180
Kranston Sound | Western | $ 15,392 | 3121
CommCall | Western | $ 13,585 | 3151
Bellmon Limited | Western | $ 13,275 | 3150
Add information
Find and show just those retailers from the Western region

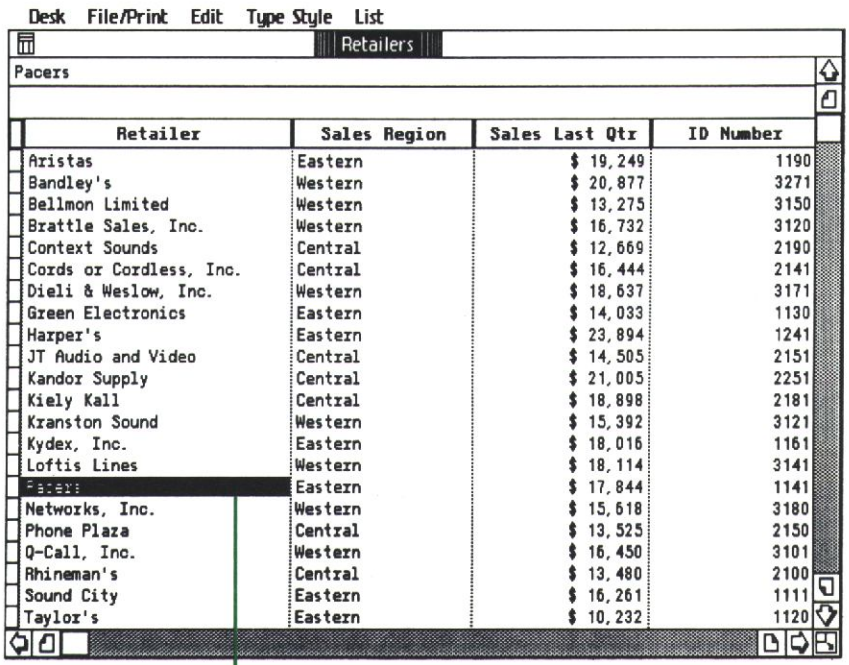
Replacing Information in a Field

One of your retailers has changed its company name. You need to update this information by replacing the old name with the new name, as described in the numbered steps that follow.

1 ▶ Select the Mainline Connection field in the Retailer column by placing the pointer in the field and clicking the mouse button once, as shown. (Select the wrong field? Move the pointer to the field you want and click.)


Desk File/Print Edit Type Style List
Retailers
Mainline Connection
Retailer
Sales Region
Sales Last Qtr
ID Number
Aristas Eastern $ 19,249 1190
Bandley's Western $ 20,877 3271
Bellmon Limited Western $ 13,275 3150
Brattle Sales, Inc. Western $ 16,732 3120
Context Sounds Central $ 12,669 2190
Cords or Cordless, Inc. Central $ 16,444 2141
Dieli & Weslow, Inc. Western $ 18,637 3171
Green Electronics Eastern $ 14,033 1130
Harper's Eastern $ 23,894 1241
JT Audio and Video Central $ 14,505 2151
Kandor Supply Central $ 21,005 2251
Kiely Kall Central $ 18,898 2181
Kranston Sound Western $ 15,392 3121
Kydex, Inc. Eastern $ 18,016 1161
Loftis Lines Western $ 18,114 3141
Mainline Connection Eastern $ 17,844 1141
Networks, Inc. Western $ 15,618 3180
Phone Plaza Central $ 13,525 2150
Q-Call, Inc. Western $ 16,450 3101
Rhineman's Central $ 13,480 2100
Sound City Eastern $ 16,261 1111
Taylor's Eastern $ 10,232 1120
Click in field to select

2 ▸ Type the new name, *Pacers,* and press the Enter key. (Typing mistake? use the Backspace key to correct it.)


Desk File/Print Edit Type Style List
Retailers
Pacers
Retailer
Sales Region
Sales Last Qtr
ID Number
Aristas Eastern $ 19,249 1190
Bandley's Western $ 20,877 3271
Bellmon Limited Western $ 13,275 3150
Brattle Sales, Inc. Western $ 16,732 3120
Context Sounds Central $ 12,669 2190
Cords or Cordless, Inc. Central $ 16,444 2141
Dieli & Weslow, Inc. Western $ 18,637 3171
Green Electronics Eastern $ 14,033 1130
Harper's Eastern $ 23,894 1241
JT Audio and Video Central $ 14,505 2151
Kandor Supply Central $ 21,005 2251
Kiely Kall Central $ 18,898 2181
Kranston Sound Western $ 15,392 3121
Kydex, Inc. Eastern $ 18,016 1161
Loftis Lines Western $ 18,114 3141
Pacers Eastern $ 17,844 1141
Networks, Inc. Western $ 15,618 3180
Phone Plaza Central $ 13,525 2150
Q-Call, Inc. Western $ 16,450 3101
Rhineman's Central $ 13,480 2100
Sound City Eastern $ 16,261 1111
Taylor's Eastern $ 10,232 1120

Type *Pacers* and press the Enter key

Adding a Row of New Information

You always add a row of new information by entering the information into the row of blank fields at the bottom of the list. Follow the steps below to add the information for a new retailer to your list.

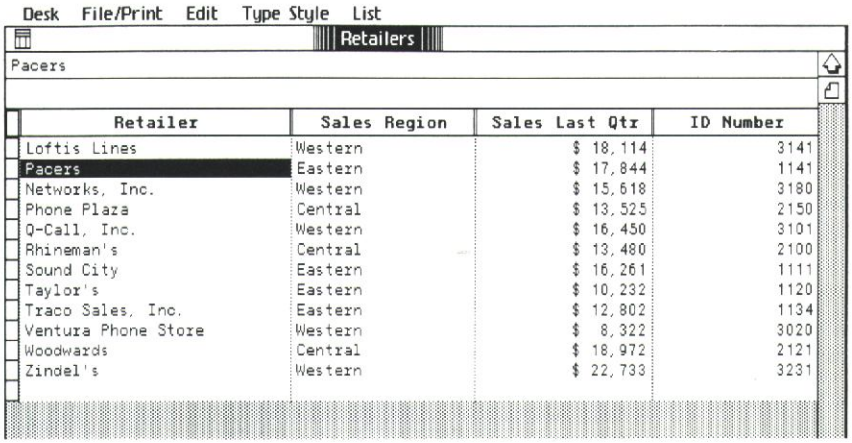
The retailer's name is CommCall. CommCall is located in the Western region, had sales last quarter totaling $13,585, and has been given ID number 3151.

1 ▶ Scroll down to the blank row at the bottom of the list.

Here's how

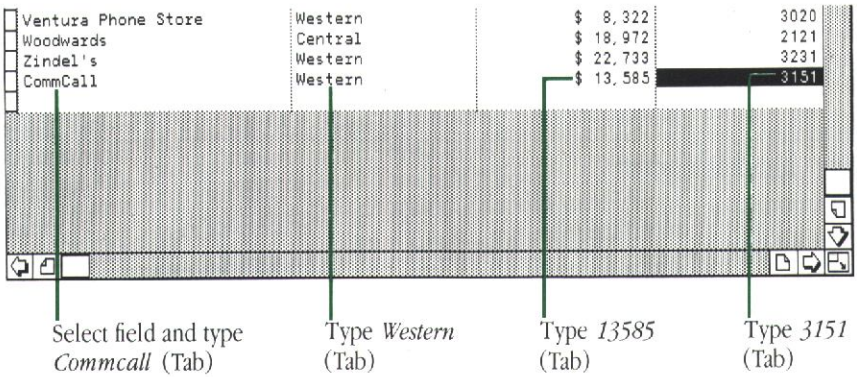
a. Place the pointer on the bottom scroll arrow of the vertical scroll bar. The arrow is pointing down, in the direction you want to see.

b. Press and hold down the mouse button until you see the bottom edge of the list, as shown.



Retailer	Sales Region	Sales Last Qtr	ID Number
Loftis Lines	Western	$ 18,114	3141
Pacers	Eastern	$ 17,844	1141
Networks, Inc.	Western	$ 15,618	3180
Phone Plaza	Central	$ 13,525	2150
Q-Call, Inc.	Western	$ 16,450	3101
Rhineman's	Central	$ 13,480	2100
Sound City	Eastern	$ 16,261	1111
Taylor's	Eastern	$ 10,232	1120
Traco Sales, Inc.	Eastern	$ 12,802	1134
Ventura Phone Store	Western	$ 8,322	3020
Woodwards	Central	$ 18,972	2121
Zindel's	Western	$ 22,733	3231

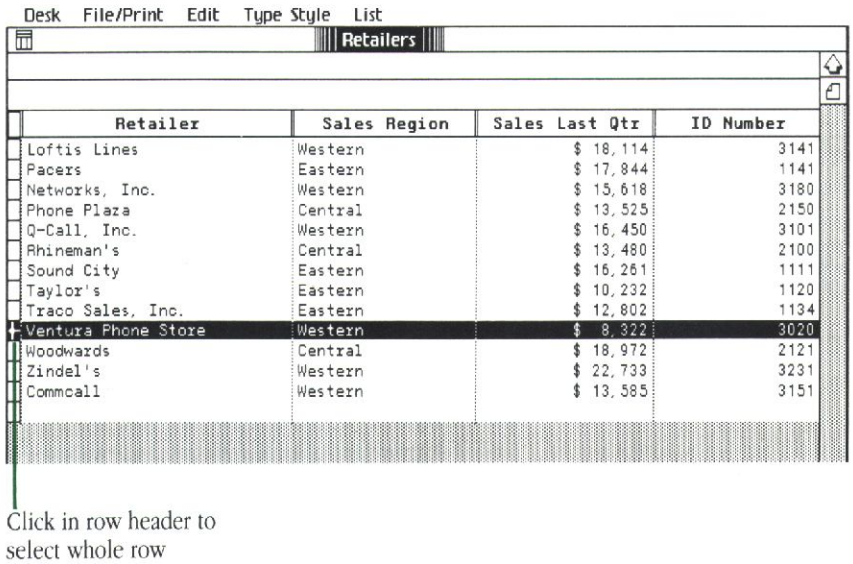
2 ▶ Enter the new information for CommCall into the blank fields, as shown below. (Typing mistake? Use the Backspace key to correct it, or select the field and replace the entire field contents.)



Cutting a Row of Old Information

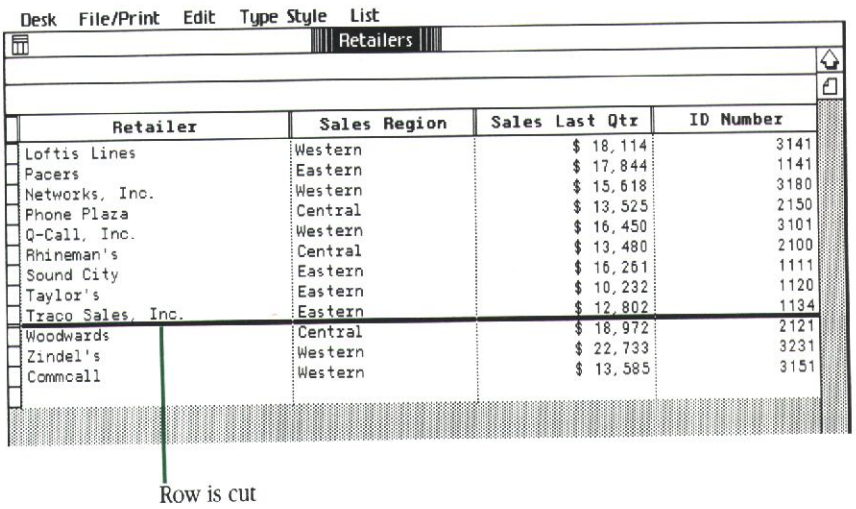
Cut the Ventura Phone Store row of information from the list, as described in the steps that follow.

1 ▶ Select the Ventura Phone Store row by clicking in the row header, as shown.


Desk File/Print Edit Type Style List
Retailers
Retailer | Sales Region | Sales Last Qtr | ID Number
Loftis Lines | Western | $ 18,114 | 3141
Pacers | Eastern | $ 17,844 | 1141
Networks, Inc. | Western | $ 15,618 | 3180
Phone Plaza | Central | $ 13,525 | 2150
Q-Call, Inc. | Western | $ 16,450 | 3101
Rhineman's | Central | $ 13,480 | 2100
Sound City | Eastern | $ 16,261 | 1111
Taylor's | Eastern | $ 10,232 | 1120
Traco Sales, Inc. | Eastern | $ 12,802 | 1134
Ventura Phone Store | Western | $ 8,322 | 3020
Woodwards | Central | $ 18,972 | 2121
Zindel's | Western | $ 22,733 | 3231
Commcall | Western | $ 13,585 | 3151
Click in row header to select whole row

▶▶▶

2 ▸ Open the **Edit** menu and choose **Cut**. (Press and hold down the mouse button on **Edit** in the menu bar; move down and release on **Cut**.)

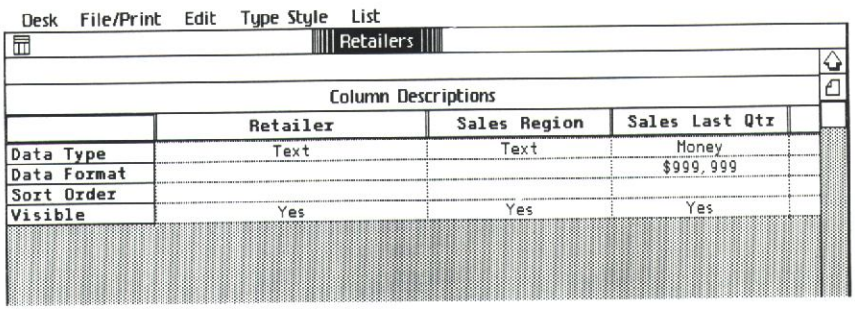

Desk File/Print Edit Type Style List
Retailers
Retailer
Sales Region
Sales Last Qtr
ID Number
Loftis Lines Western $ 18,114 3141
Pacers Eastern $ 17,844 1141
Networks, Inc. Western $ 15,618 3180
Phone Plaza Central $ 13,525 2150
Q-Call, Inc. Western $ 16,450 3101
Rhineman's Central $ 13,480 2100
Sound City Eastern $ 16,261 1111
Taylor's Eastern $ 10,232 1120
Traco Sales, Inc. Eastern $ 12,802 1134
Woodwards Central $ 18,972 2121
Zindel's Western $ 22,733 3231
Commcall Western $ 13,585 3151
Row is cut

Showing Your List in a New Order

Now you want to show your list arranged in order of those who sold the most to those who sold the least. Follow the steps below to

- Specify the order in which you want your information listed.
- Show the list in its rearranged order.

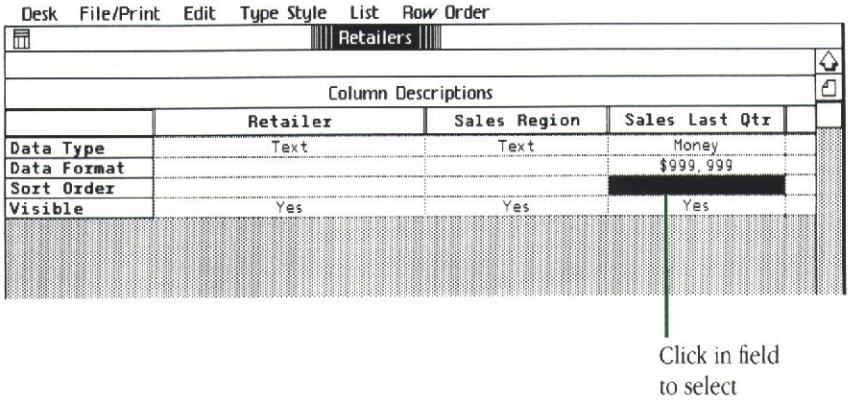
1 ▸ Open the **List** menu and choose **What Order and Format?** to display the Column Descriptions table, as shown.



Column Descriptions Table

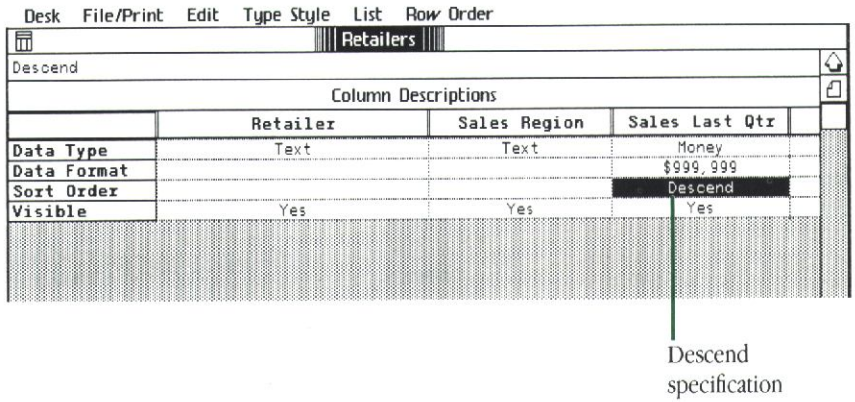
2▸ Select the Sort Order field in the Sales Last Qtr column, as shown.

Notice the **Row Order** menu that appears in the menu bar.



3▸ Open the **Row Order** menu and choose **Descending Order (Z..A)** to show that you want Sales Last Qtr ordered from most to least.

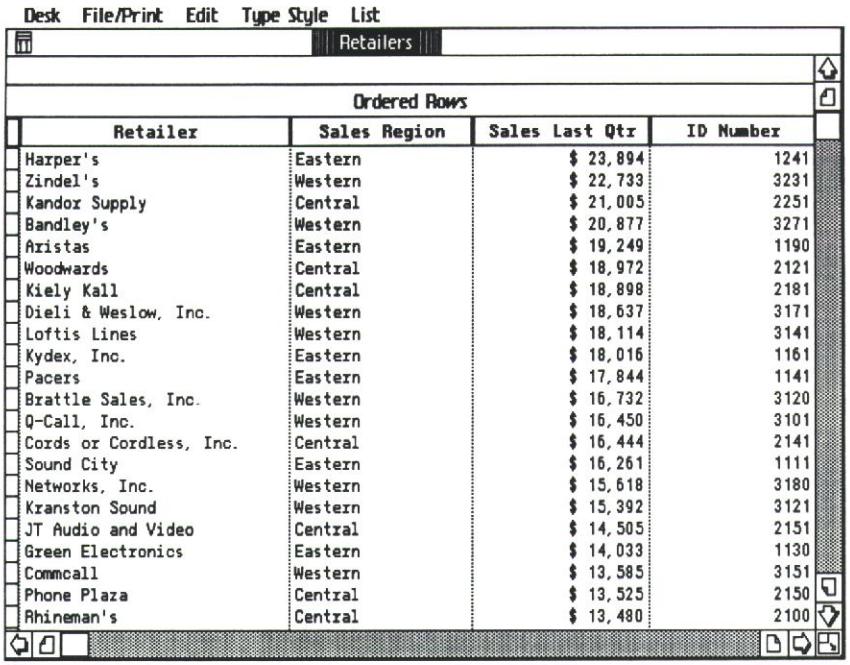
Notice the Descend specification that fills the selected Sort Order field.



▸▸▸

4 ▸ Open the **List** menu and choose **Show List in Order** to show the list in its rearranged order. (List not ordered by sales last quarter? You probably chose **Show Entire List** from the **List** menu. Go back and choose **Show List in Order**.)

Notice that the retailers are now ordered by their sales last quarter.



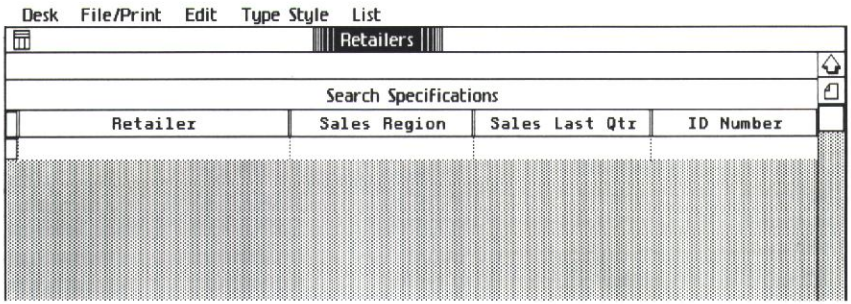
Retailer	Sales Region	Sales Last Qtr	ID Number
Harper's	Eastern	$ 23,894	1241
Zindel's	Western	$ 22,733	3231
Kandor Supply	Central	$ 21,005	2251
Bandley's	Western	$ 20,877	3271
Aristas	Eastern	$ 19,249	1190
Woodwards	Central	$ 18,972	2121
Kiely Kall	Central	$ 18,898	2181
Dieli & Weslow, Inc.	Western	$ 18,637	3171
Loftis Lines	Western	$ 18,114	3141
Kydex, Inc.	Eastern	$ 18,016	1161
Pacers	Eastern	$ 17,844	1141
Brattle Sales, Inc.	Western	$ 16,732	3120
Q-Call, Inc.	Western	$ 16,450	3101
Cords or Cordless, Inc.	Central	$ 16,444	2141
Sound City	Eastern	$ 16,261	1111
Networks, Inc.	Western	$ 15,618	3180
Kranston Sound	Western	$ 15,392	3121
JT Audio and Video	Central	$ 14,505	2151
Green Electronics	Eastern	$ 14,033	1130
Commcall	Western	$ 13,585	3151
Phone Plaza	Central	$ 13,525	2150
Rhineman's	Central	$ 13,480	2100

Finding and Showing Specific Information

Now you want to find and show just those retailers from the Western region, ordered by their sales last quarter. Follow the steps below to

- Specify the information you want to find.
- Find and show in order just the information you want.

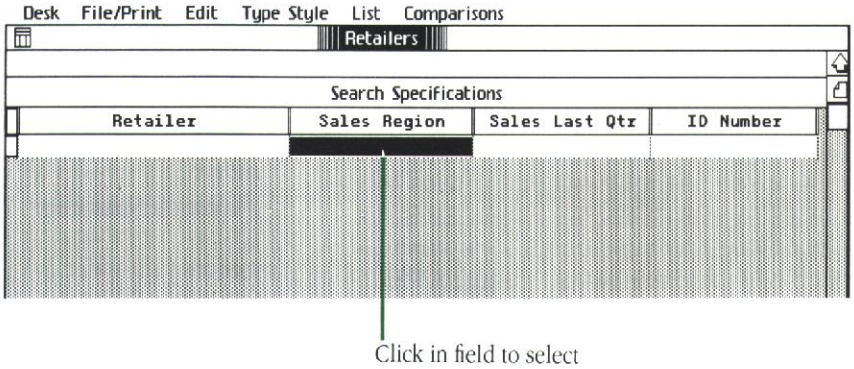
1 ▶ Open the **List** menu and choose **Find What?** to display the Search Specifications table, as shown.



Search Specifications Table

2 ▶ Select the Sales Region field, as shown.

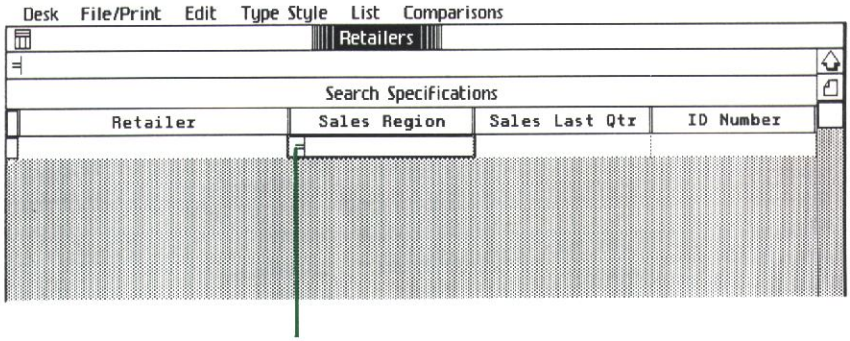
Notice the **Comparisons** menu that appears in the menu bar.



▶▶▶

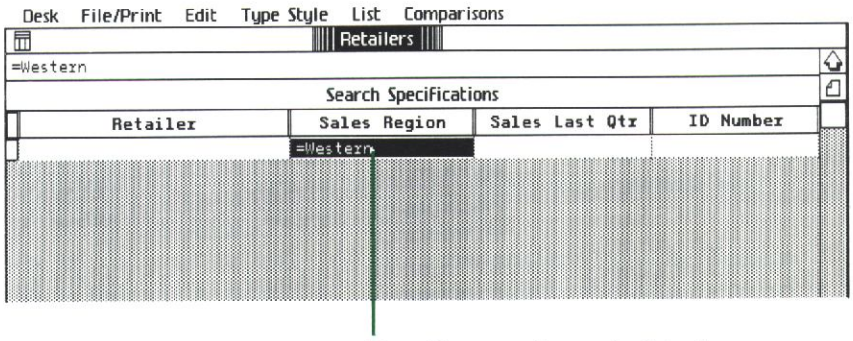
3 ▸ Open the **Comparisons** menu and choose **= (Same as)**.

Notice the equal sign, =, now placed in the Sales Region field.



Equal sign

4 ▸ Type *Western,* and press the Enter key. (Typing mistake? Use the Backspace key to correct it, or choose **Clear Entries** from the **Edit** menu and go back to step 3.)

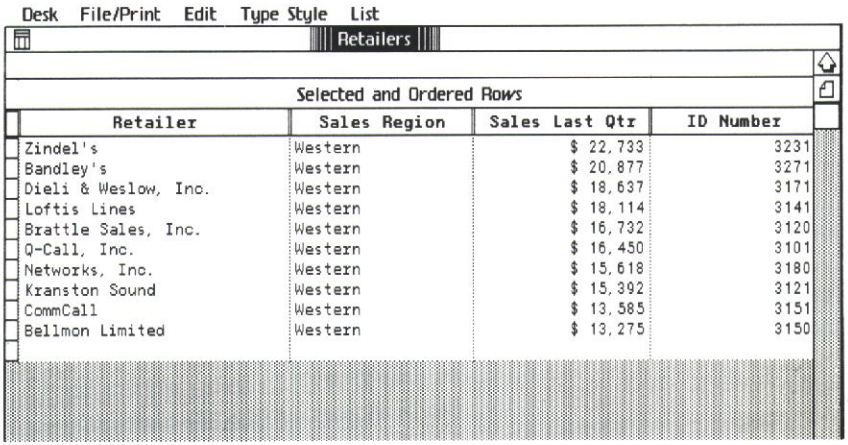


Type *Western* and press the Enter key

5 ▸ Open the **List** menu and choose **Find and Show in Order**. (List doesn't look like the one on the next page? You may have chosen something else from the **List** menu. Choose **Find and Show in Order** from the **List** menu.)

You've finished your list. The list now shows just the information you want, in the order specified.

Note: The information not shown in the list has not gone away. If you want to see the entire list again, open the **List** menu and choose **Show Entire List.**



Retailer	Sales Region	Sales Last Qtr	ID Number
Zindel's	Western	$ 22,733	3231
Bandley's	Western	$ 20,877	3271
Dieli & Weslow, Inc.	Western	$ 18,637	3171
Loftis Lines	Western	$ 18,114	3141
Brattle Sales, Inc.	Western	$ 16,732	3120
Q-Call, Inc.	Western	$ 16,450	3101
Networks, Inc.	Western	$ 15,618	3180
Kranston Sound	Western	$ 15,392	3121
CommCall	Western	$ 13,585	3151
Bellmon Limited	Western	$ 13,275	3150

Printing Your Document

You can now print the LisaList document you've been working on if you want to. For guidelines on printing, refer to Printing Your Document, in Chapter 3, Using the Lisa, in the *Lisa Office System* manual.

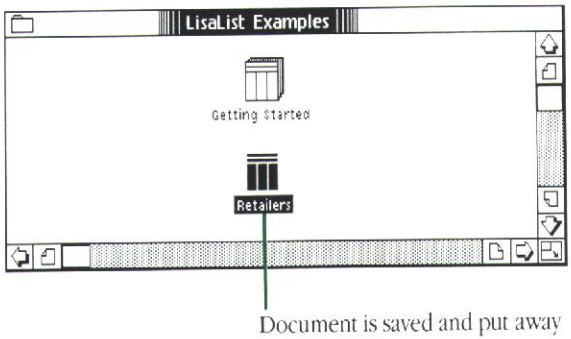
If you don't want to print your list now, or if you don't have a printer, go on to the next section, Putting Your Document Away.

Putting Your Document Away

Now that you've finished working on your LisaList document, follow the steps below to put it away.

1 ▸ Open the **File/Print** menu and choose **Save & Put Away.** (Is the **Save & Put Away** menu item dim? Click somewhere in the document to activate its window.)

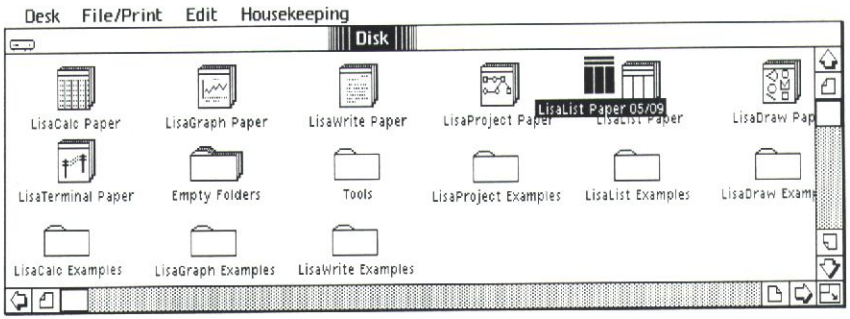
Notice how the window zooms down to a document icon back in its filing home in the LisaList Examples folder.



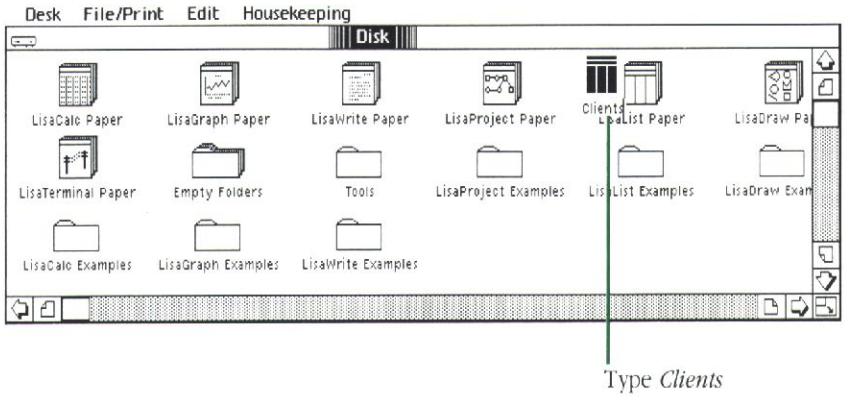
Starting from Scratch

To start a new list, you need to get a piece of LisaList stationery, as described below. Blank LisaList stationery is in a pad called LisaList Paper, in the disk window.

1 ▶ Tear off a sheet from the LisaList Paper pad at the top of the disk window. (Select the pad icon by clicking on it; then open the **File/Print** menu and choose **Tear Off Stationery**.)

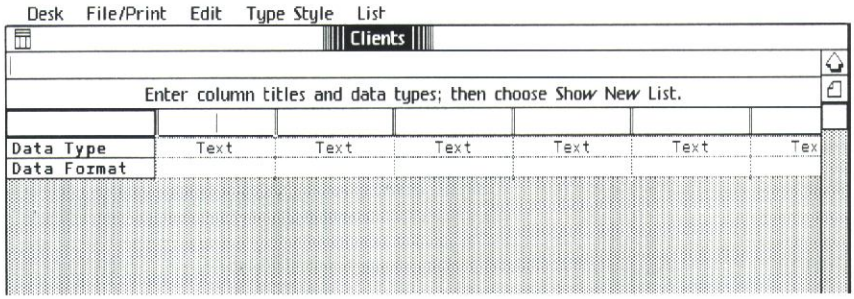


2 ▶ Don't worry right now about moving the new document out of the way. Change its name to *Clients*. (Make sure the icon is selected; then type.)



3 ▶ Open the piece of LisaList paper you named *Clients* as you would any document. (Open the **File/Print** menu and choose **Open "Clients".**)

4 ▶ Once the new LisaList document appears, you're ready to begin a new list. Some things you should do when creating a new list are described in the next few pages.



Creating a New List

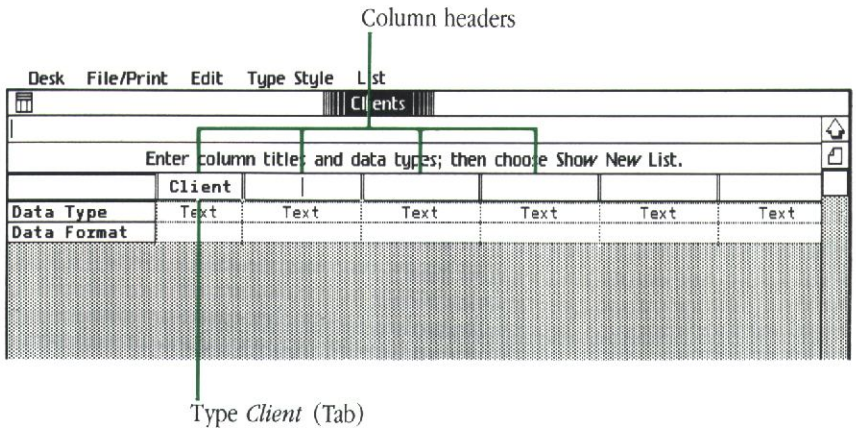
Any time you create a new list, you need to

- Type column titles for each category of information you want.
- Choose an appropriate data type (kind of information) for each column you name.
- Choose **Show New List** from the **List** menu when you've finished to actually create the list.

Follow the steps below to start a client list with these column titles and data types:

Column Title	Client	# Phones Ordered	Sale Price	Date Due
Data Type	Text	Number	Money	Date

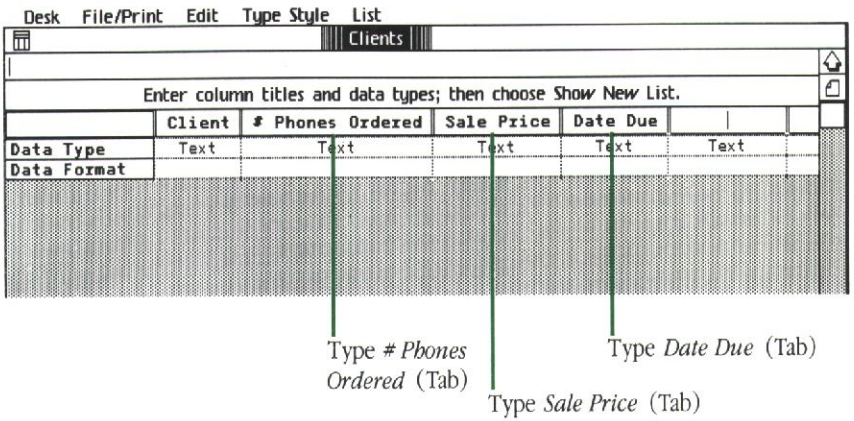
1 ▸ An insertion point — a blinking vertical line — should appear in the first column header, showing that LisaList is ready for you to enter the first column title. If you don't see an insertion point, move the pointer to the first column and click twice. When you see the insertion point, type *Client.* (Typing mistake? Use the Backspace key to correct it.)



2 ▸ Press the Tab key to enter the title and get to the next column header.

3 ▸ Follow the same procedure to enter the other three column titles, as shown on the next page.

Notice how the columns automatically adjust to the length of the column title after you press Tab.

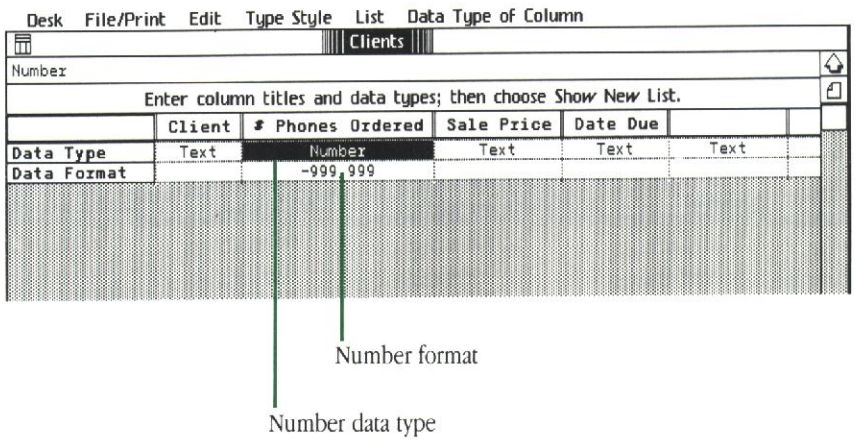


4▸ Select the Data Type field under the # Phones Ordered column by clicking in it.

Notice the **Data Type of Column** menu that now appears in the menu bar.

5▸ Open the **Data Type of Column** menu and choose **Number**.

Notice the Number data type that fills the selected data type field, and that a data format is also automatically entered.



▸▸▸

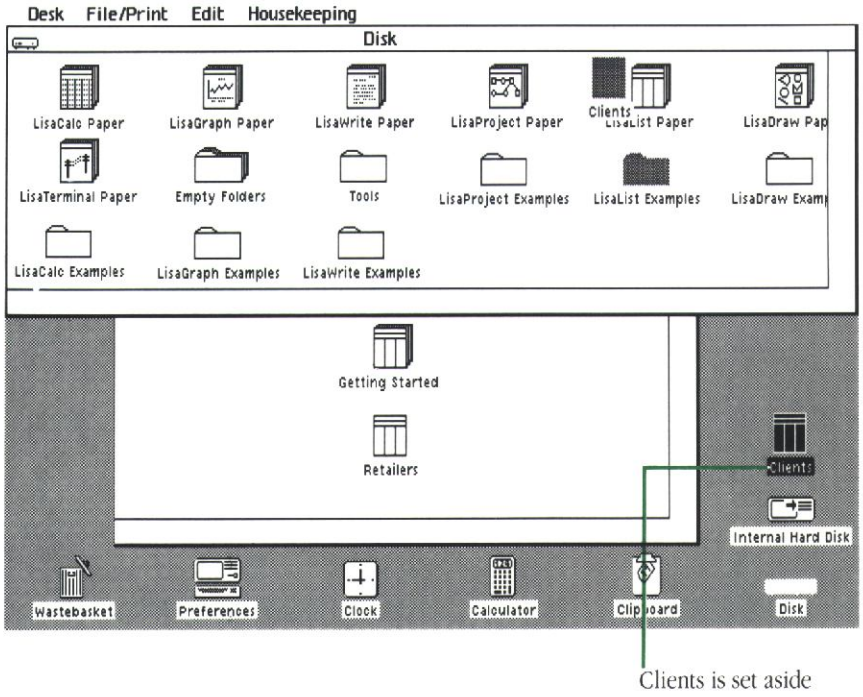
Finishing Up

It's a good idea to save all your documents and clear off your Lisa's desktop at least once a day. The steps below illustrate one of the many ways you can manage things on the desktop.

Note: When you are connecting, disconnecting, moving, or servicing equipment, you must turn off the power. Normally, however, turn off your Lisa only at the end of each week. Always leave your external disk drive, if you have one, turned on.

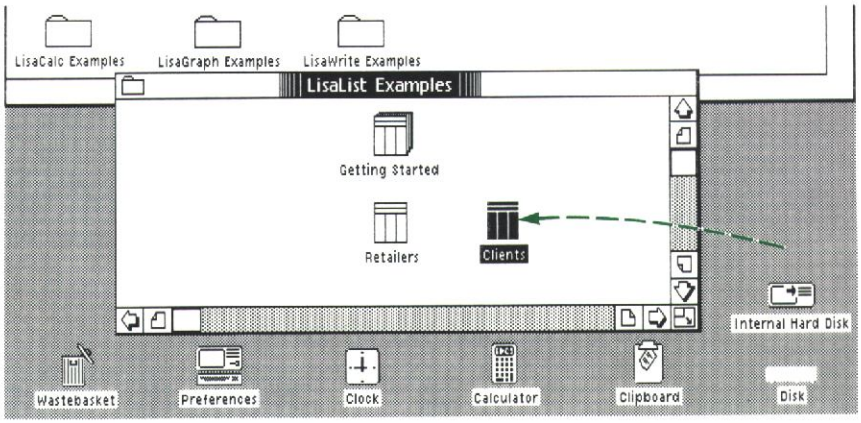
1 ▸ Open the **File/Print** menu and choose **Set Aside "Clients"**. Notice how the document is set aside as an icon on the desktop.

Note: When you're working with several documents at the same time, it's often convenient to keep some of them set aside on the desktop, where you can get to them easily.



▸▸▸

2▸ If you want to file the Clients document in a new place, move it to a clear area in the Lisa List Examples folder, as shown. (Press and hold down the mouse button with the pointer on the icon, move the icon, and release the mouse button when the icon is where you want it.)

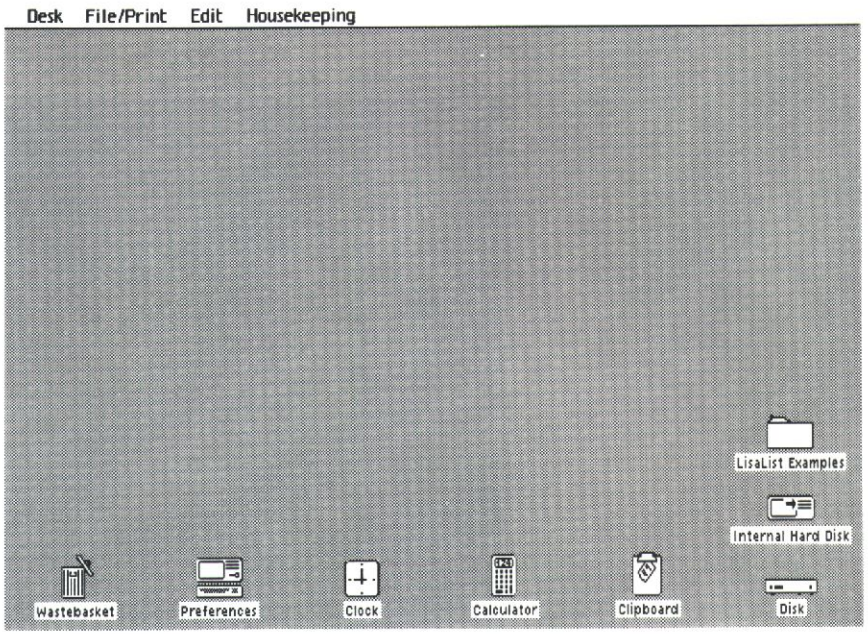


3▸ If you want to throw away the Clients document, move it to the Wastebasket icon. When the document icon is on the Wastebasket and the Wastebasket icon highlights, release the mouse button and wait for the document to be deposited.

Note: You can always get back the last thing you've thrown away by opening the Wastebasket icon and moving the deposited document back out.

4 ▶ Now set aside both the LisaList Examples folder and the disk window; open the **File/Print** menu and choose **Set Aside Everything**.

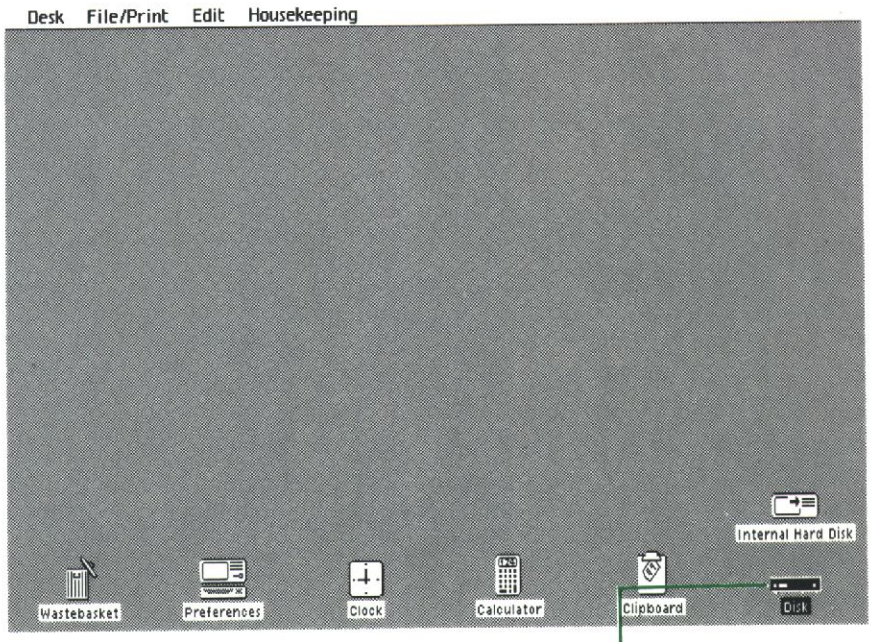
Notice that both the folder and Disk icons are now set aside on the desktop.



▶▶▶

5 ▸ You can put the LisaList Examples folder back in its filing home in the disk even when the disk window is closed. To do so, select the LisaList Examples folder, open the **File/Print** menu, and choose **Save & Put Away "LisaList Examples"**.

Note: If you want to deselect a selected icon, click once when the pointer is not over the icon.



6 ▸ When you are ready to work on something else, just open the disk window again. When you want to turn off the Lisa's power — for example, over the weekend — press the lit on-off button.

When you turn on the Lisa again, all your documents will reappear just as you left them when you turned off the Lisa, including documents you may have left open on the desktop. Always leave the external disk drive, if you have one, turned on.

Using LisaList

You now have the basic skills needed to produce your own LisaList documents. Because the concepts for using each Lisa tool are the same, you also have some of the skills needed to use other Lisa tools — LisaCalc, LisaDraw, LisaGraph, LisaProject, and LisaWrite.

To learn more about LisaList, go on to Chapter 2, Using LisaList. If you have questions about specific LisaList features or menus, refer to Chapter 3, LisaList Reference.

Chapter 2

Using LisaList

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LisaList Essentials

The first part of this chapter, LisaList Essentials, outlines the basic Lisa concepts and procedures with which you should be familiar before using LisaList. It also describes the LisaList window and helps you with planning a list. You should read and understand this information before using the remainder of the chapter.

Before You Begin

Before you begin this chapter, be sure you've gone through Chapter 1, Learning LisaList, which gives you practice working with a LisaList document. You should now feel comfortable with special terms, such as *selecting* and *choosing*, used in reference to the Lisa.

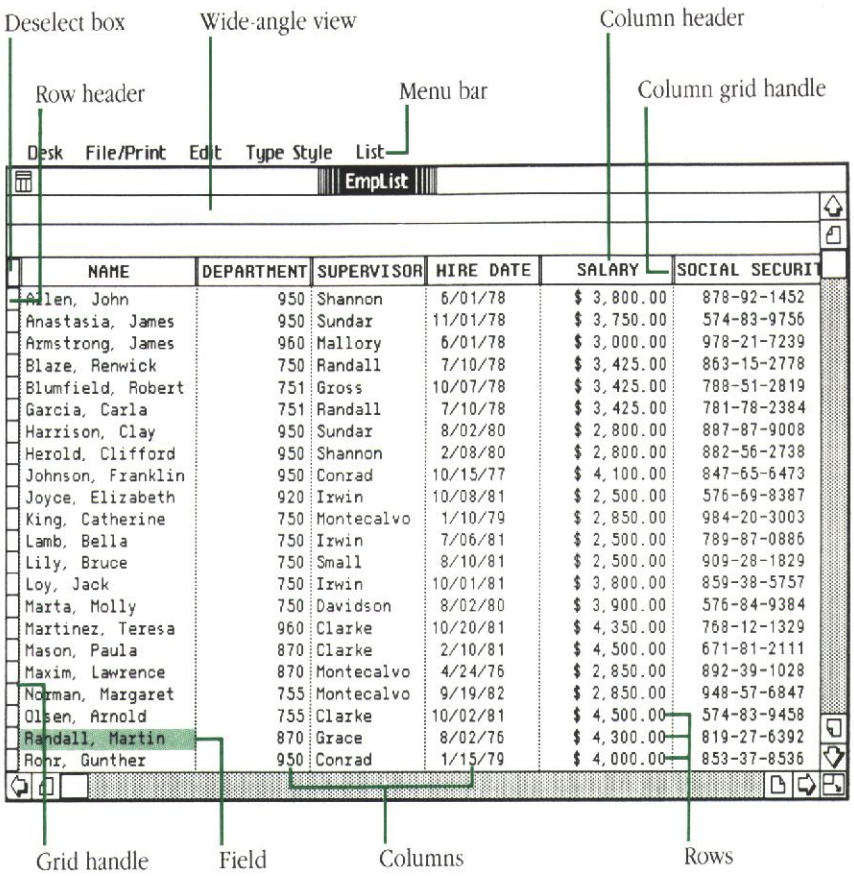
Procedures you should understand before beginning this chapter include the following:

- How to move the pointer around the screen using the mouse.
- How to open menus and choose menu items.
- How to select text or objects on the screen.
- How to open and save documents.
- How to change the size of a window and how to move a window around on the desktop.
- How to scroll the contents of the window to see different parts of the document.

If you need help, or if you want to refresh your memory, now is a good time to review LisaGuide once more. For instructions on using the LisaGuide micro diskette, see Chapter 1, LisaGuide, in the *Lisa Office System* manual; for more general information, refer to Chapter 3, Lisa Essentials, in the *Lisa Office System* manual.

The LisaList Window

When your list is shown on the screen, it looks similar to a list you would create on paper. There are columns and rows of information with a heading at the top of each column. An example of the LisaList window is shown below.


Deselect box
Wide-angle view
Column header
Row header
Menu bar
Column grid handle
Desk File/Print Edit Type Style List
EmpList
NAME DEPARTMENT SUPERVISOR HIRE DATE SALARY SOCIAL SECURI
Allen, John 950 Shannon 6/01/78 $ 3,800.00 878-92-1452
Anastasia, James 950 Sundar 11/01/78 $ 3,750.00 574-83-9756
Armstrong, James 960 Mallory 6/01/78 $ 3,000.00 978-21-7239
Blaze, Renwick 750 Randall 7/10/78 $ 3,425.00 863-15-2778
Blumfield, Robert 751 Gross 10/07/78 $ 3,425.00 788-51-2819
Garcia, Carla 751 Randall 7/10/78 $ 3,425.00 781-78-2384
Harrison, Clay 950 Sundar 8/02/80 $ 2,800.00 887-87-9008
Herold, Clifford 950 Shannon 2/08/80 $ 2,800.00 882-56-2738
Johnson, Franklin 950 Conrad 10/15/77 $ 4,100.00 847-65-6473
Joyce, Elizabeth 920 Irwin 10/08/81 $ 2,500.00 576-69-8387
King, Catherine 750 Montecalvo 1/10/79 $ 2,850.00 984-20-3003
Lamb, Bella 750 Irwin 7/06/81 $ 2,500.00 789-87-0886
Lily, Bruce 750 Small 8/10/81 $ 2,500.00 909-28-1829
Loy, Jack 750 Irwin 10/01/81 $ 3,800.00 859-38-5757
Marta, Molly 750 Davidson 8/02/80 $ 3,900.00 576-84-9384
Martinez, Teresa 960 Clarke 10/20/81 $ 4,350.00 768-12-1329
Mason, Paula 870 Clarke 2/10/81 $ 4,500.00 671-81-2111
Maxim, Lawrence 870 Montecalvo 4/24/76 $ 2,850.00 892-39-1028
Norman, Margaret 755 Montecalvo 9/19/82 $ 2,850.00 948-57-6847
Olsen, Arnold 755 Clarke 10/02/81 $ 4,500.00 574-83-9458
Randall, Martin 870 Grace 8/02/76 $ 4,300.00 819-27-6392
Rohr, Gunther 950 Conrad 1/15/79 $ 4,000.00 853-37-8536
Grid handle
Field
Columns
Rows

LisaList Window

The **menu bar** shows the names of the LisaList menus you can use to perform specific operations.

The **wide-angle view** displays the entry in the field that is currently selected, even if the entry is too wide to be fully displayed in the field itself.

Columns run vertically down the list. Each contains information in one particular category. For example, in the window shown here, the Name column contains only employee names.

Rows run horizontally across the list. Each contains a variety of information for one item. For example, John Allen's row contains his name, department number, supervisor, hire date, and salary.

A **field** is the intersection of any column and row. Each field in the list contains one individual entry.

A **column header** is the box at the top of a column that contains the title of that column. The column header is used to select a column.

A **row header** is the box at the left of a row. The row header is used to select a row.

A **grid handle** is the dividing line between any two column or row headers. The grid handle is used to make a selection between columns or rows.

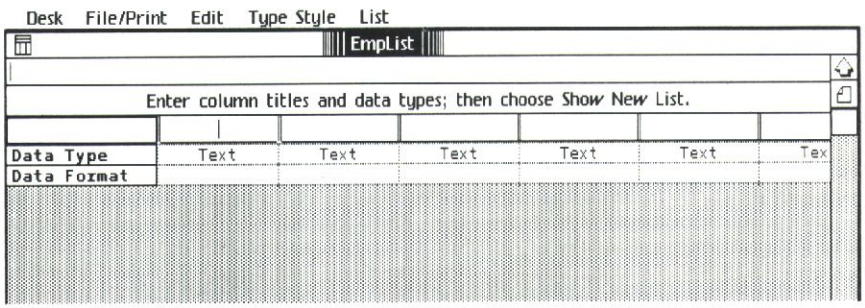
The **deselect box** is used to cancel the current selection (see Selecting Parts of a List).

LisaList Tables

In addition to the list itself, LisaList displays several tables that help you perform specific tasks.

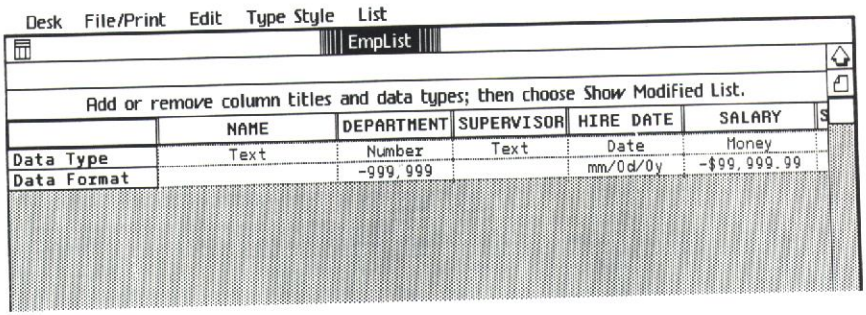
The Create Table

The Create table appears when you tear off a piece of LisaList stationery and open the new list. The Create table is used to define columns for a new list.



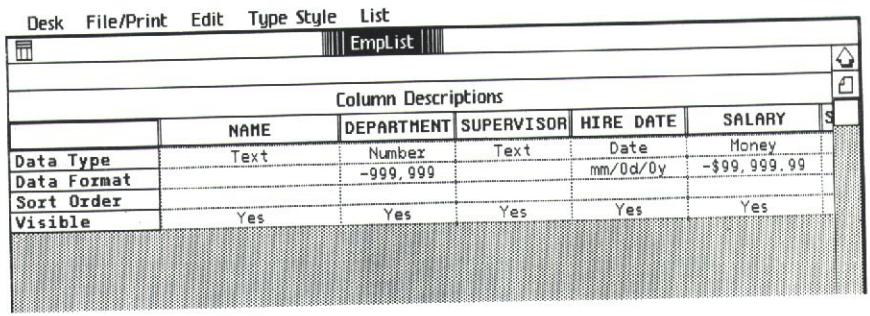
The Add/Remove Table

The Add/Remove table appears when you choose **Add/Remove Columns** from the **List** menu. The Add/Remove table is used to add or remove columns in an existing list.



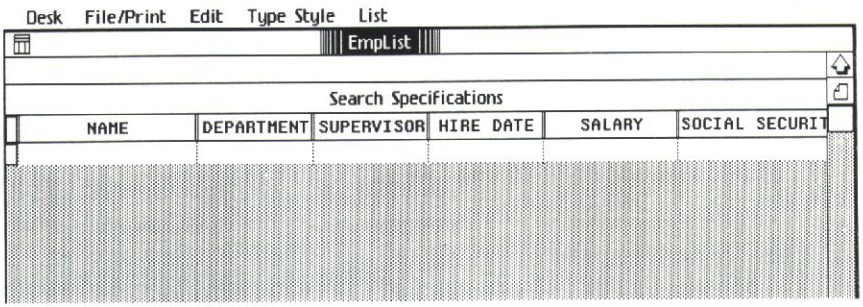
The Column Descriptions Table

The Column Descriptions table appears when you choose **What Order & Format** from the **List** menu. The Column Descriptions table is used to change column definitions and specify the order in which a list should be sorted.



The Search Specifications Table

The Search Specifications table appears when you choose **Find What?** from the **List** menu. The Search Specifications table is used to specify particular items that you want to search for in a list.



The LisaList tables are described throughout this chapter, along with the particular operations they allow you to perform.

Planning a List

Just as you have to plan a pencil-and-paper list before you begin writing it down, you have to give some thought to planning a LisaList document before you begin working.

LisaList structures lists around columns. The first step in creating a list is to define the columns. The information you can enter in a list, the way it is displayed, and how it is sorted all depend on your original column definitions.

You are given a lot of flexibility in adding, deleting, and changing information in your list, but there are some important things to think about when you create a new list. The following points give you some guidelines for planning a list.

1. What will the list contain and what is its purpose? For example, you might make a list of potential clients that will constantly be updated and sorted in different ways, or you could have a list of last month's sales that will be used as a permanent record. You can easily add, delete, and move information later, but you should have a general idea of the content, purpose, and size of a list before you begin.

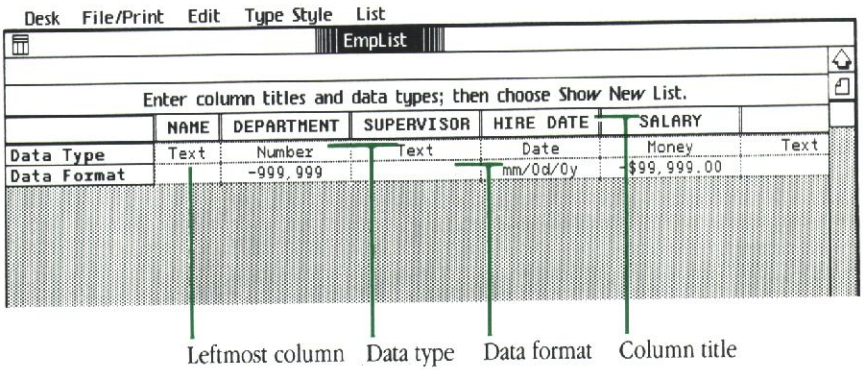
2. What is the subject of each column? The title of a column can be any name you want to use to identify the column; for example, Name, Address, Telephone, Date, Part Number, Amount Received. Each column in your list must have a title. See Entering Column Titles, under Creating a List.

3. Which column will you use most often to sort the list? This is usually the column that contains the main category of information; for example, Client Name in a list of customers, Part Number in an inventory list, or Employee Name in an employee information list. Make this the first, leftmost column in your list so that you can take advantage of LisaList's automatic sorting. See Sorting a List for more information on how LisaList sorts a list.

4. What kind of information will each column contain? Some examples are numbers, dates, dollar amounts, telephone numbers, or text. The kind of information a column can contain is called the *data type.* When you have chosen a data type and entered that type of information in the column, you cannot change the data type. It is therefore important that you choose the correct data types for your columns when you first create a list. See Data Types, under Creating a New List.

5. How should this information be displayed? Do you want numbers to show a decimal point and a comma for thousands? Should a date read 7/10/84 or July 10, 1984? The way information is displayed is called the *data format.* You can use LisaList's data format or specify your own data format. See Data Formats, under Creating a New List; see also Data Formats, in Chapter 3.

An example of a new list with appropriate column titles, leftmost column, data types, and data formats, is shown below.

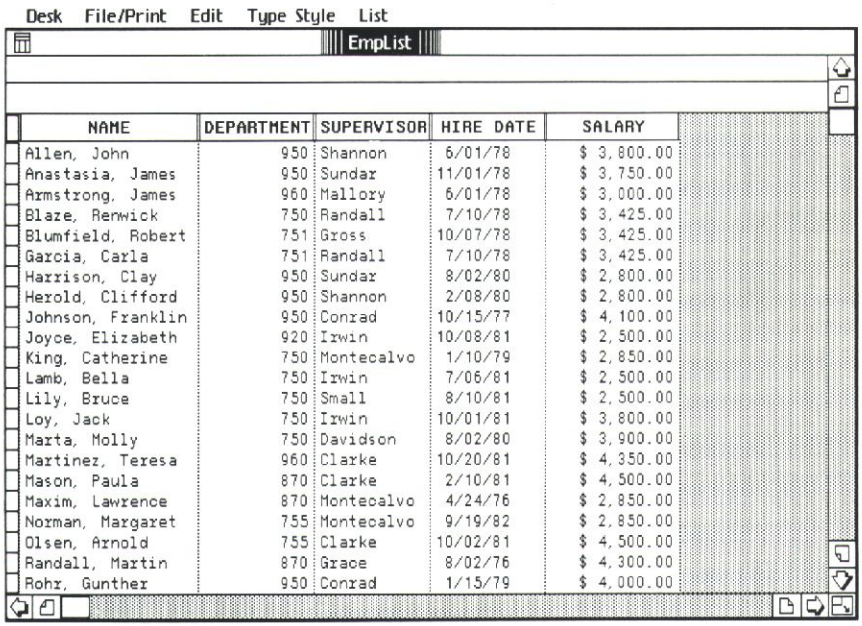


The list shown contains five columns. Titles for each of these columns — Name, Department, Supervisor, Hire Date, and Salary — have been entered in the column headers at the top of each column. The Name column is the first, or leftmost, column because you would probably sort the list based on employees' names more often than on any of the other columns.

The row below the column headers shows the data type for each column. The Name and Supervisor columns use the Text data type because names will be entered here; departments will be identified by numbers in this list, so the Department column uses the Number data type; Date is obviously used for the Hire Date column; and Money for the Salary column.

The next row shows the data format for each column. The data format is shown as a sequence of characters, each of which has a particular meaning in LisaList. You can use the data format supplied by LisaList or you can specify your own data format. For complete information on the changes you can make to LisaList data formats, see Data Formats, in Chapter 3.

When information is entered in this list, it looks something like this:



NAME	DEPARTMENT	SUPERVISOR	HIRE DATE	SALARY
Allen, John	950	Shannon	6/01/78	$ 3,800.00
Anastasia, James	950	Sundar	11/01/78	$ 3,750.00
Armstrong, James	960	Mallory	6/01/78	$ 3,000.00
Blaze, Renwick	750	Randall	7/10/78	$ 3,425.00
Blumfield, Robert	751	Gross	10/07/78	$ 3,425.00
Garcia, Carla	751	Randall	7/10/78	$ 3,425.00
Harrison, Clay	950	Sundar	8/02/80	$ 2,800.00
Herold, Clifford	950	Shannon	2/08/80	$ 2,800.00
Johnson, Franklin	950	Conrad	10/15/77	$ 4,100.00
Joyce, Elizabeth	920	Irwin	10/08/81	$ 2,500.00
King, Catherine	750	Montecalvo	1/10/79	$ 2,850.00
Lamb, Bella	750	Irwin	7/06/81	$ 2,500.00
Lily, Bruce	750	Small	8/10/81	$ 2,500.00
Loy, Jack	750	Irwin	10/01/81	$ 3,800.00
Marta, Molly	750	Davidson	8/02/80	$ 3,900.00
Martinez, Teresa	960	Clarke	10/20/81	$ 4,350.00
Mason, Paula	870	Clarke	2/10/81	$ 4,500.00
Maxim, Lawrence	870	Montecalvo	4/24/76	$ 2,850.00
Norman, Margaret	755	Montecalvo	9/19/82	$ 2,850.00
Olsen, Arnold	755	Clarke	10/02/81	$ 4,500.00
Randall, Martin	870	Grace	8/02/76	$ 4,300.00
Rohr, Gunther	950	Conrad	1/15/79	$ 4,000.00

Selecting Parts of a List

When you want to perform any operation on a specific part of a list, two steps are always involved:

1. Select the appropriate part of the list.
2. Perform an operation on that part.

For example, to enter information in a field, you select the field and then type the entry; to delete a row, you select the row and then cut it from the list.

The part of the list you select is called the *selection*. The current selection is displayed in white letters on a black background (instead of the usual black on white). Selecting any other part of the list cancels the current selection.

For complete information on selecting and other basic procedures for the Lisa, refer to the *Lisa Office System* manual.

How to Select Parts of a List

To select one field	Click once in the field
To select one word in a field	Click once in the field that contains the word; then double-click on the word
To select one or more characters in a field	Click once in the field that contains the characters; then press and drag through the characters you want to select
To select a rectangular group of fields	Press and drag from the top left field in the group through to the lower right field in the group
To select one column	Click once in the column header
To select several columns	Press and drag from the first column header through to the last column header
To select one row:	Click once in the row header
To select several rows	Press and drag from the first row header down to the last row header
To select the whole list	Open the **Edit** menu and choose **Select All of Document**
To select nothing	Click once in the deselect box at the upper left corner of the window

Creating a New List

When you create a new list, you begin by tearing off a piece of LisaList stationery and opening it. You must then set up your columns with titles and data types. The column title identifies the subject of the column, and the data type tells LisaList what type of information the column will contain. If necessary, you can then adjust the data format of the columns. The data format controls how information will be displayed in a column.

When you have defined your columns and chosen **Show New List** from the **List** menu, LisaList creates the list itself and displays it on the screen. You can then enter information in the list.

Opening a New List

To Open a New List:

1 ▸ Select the disk by clicking once on its icon.

2 ▸ Open the **File/Print** menu and choose **Open "Disk"**.

3 ▸ Select the LisaList paper by clicking once on its icon.

LisaList Paper

4 ▸ Open the **File/Print** menu and choose **Tear Off Stationery**.

5 ▸ Type a name for the new list (the name can be of any length).

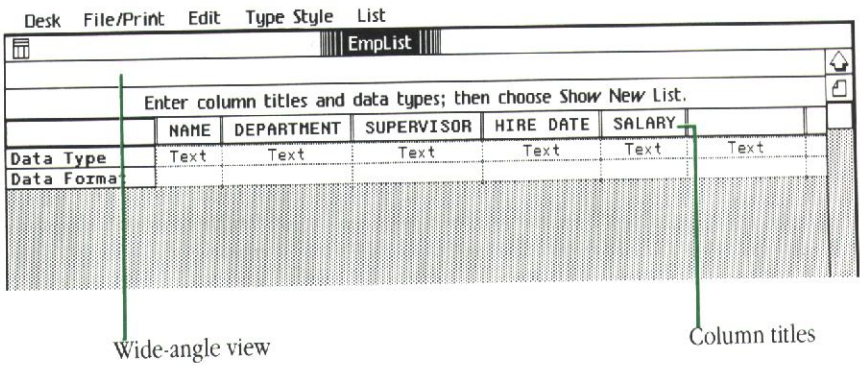
6 ▸ Open the **File/Print** menu and choose **Open "Your List"**.

For a shortcut to starting a new list, see Shortcuts and Alternatives.

Entering Column Titles

Column titles are headings at the top of each column in a list. The title identifies the subject of a column. You must enter a title for each column you want to use in your list. A list can have from 1 to 100 columns.

You enter column titles in the column headers on the Create table. LisaList automatically displays this table on the screen when you tear off a new piece of LisaList stationery and open the list.



Column titles can be as short or as long as you like. LisaList starts with columns 12 characters wide. While you are typing a title wider than 12 characters, you can see the whole title in the wide-angle view at the top of the screen. When you have entered a title, LisaList automatically adjusts the column width to fit the title.

To Enter Column Titles:

1 ▸ Type the title for the first column (the insertion point is already positioned for you in the first column header). The title can be of any length.

As you type, the title appears in both the column header and the wide-angle view at the top of the screen.

2 ▸ Press the Tab key to enter this title and select the next column header.

When you press the Tab key, LisaList adjusts the column width to fit the title.

3 ▸ Repeat steps 1 and 2 to enter a title for each column you want to use in your list.

If you want to change a column title, select the column header, type the new title, and press the Enter key.

You are now ready to choose data types for your columns.

Data Types

The *data type* of a column tells LisaList what type of information the column will contain — for example, text, money, numbers, date, telephone number.

Unless you choose otherwise, LisaList expects you to enter text in a column. Text is any general type of entry that can consist of letters alone, or letters combined with numbers and punctuation symbols — for example, a street address.

If a column will contain text, you do not have to choose a data type for that column. If a column will contain any other type of information, you must choose from one of the data types listed in Table 1.

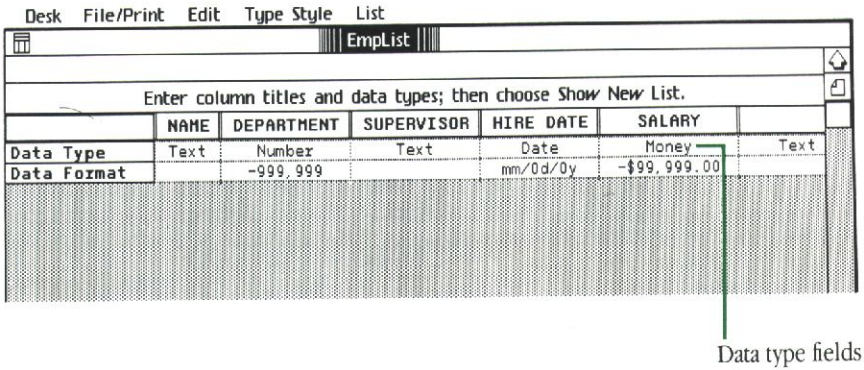
Table 1. LisaList Data Types

Data Type	Description	Example
Number	Any general number, positive or negative.	−792.473
Money	A dollar amount.	$451.35
Date	A calendar date.	9/26/84
Time	A time in hours, minutes, and seconds.	10:53:55
Telephone	A telephone number, with or without area code.	(415) 555-1212
Zip Code	A U.S. zip code (five or nine digits).	95014
Social Security	A U.S. social security number.	126-40-5150

Choosing a data type for a column has two results:

- Ensures that information in your list is properly sorted. For example, if you use the Text data type for a column that contains numbers, the numbers will not be sorted correctly because LisaList sorts text and numeric information in different ways.
- Allows you to control the type of information that will be entered in a column. For example, use the Number data type for a column that should contain only numbers, and no letters. The information you can enter in a column depends on the data format as well as the data type (see Data Formats).

For a new list, you enter data types on the Create table shown below. If you are adding columns to an existing list, the Add/Remove table is displayed instead of the Create table. See Adding Columns under Adding Information to a List.



To Choose Data Types:

1 ▸ Select the Data Type field in the appropriate column by clicking once in that field.

The **Data Type of Column** menu choice appears in the menu bar.

2 ▸ Open the **Data Type of Column** menu and choose the data type required for this column. If you need help, see the list of data types in Table 1.

The data type you choose appears in the Data Type field and the Data Format field is filled in for you automatically. Data Formats are described below.

3 ▸ Repeat steps 1 and 2 for each column that will not use the Text data type.

4 ▸ Check to be sure you have chosen the correct data types for your columns.

If you need to change a data type while the Create table is still displayed, select the Data Type field in the appropriate column, open the **Data Type of Column** menu and choose the correct data type. Once you go on to show the new list, you cannot come back and change the data type.

If necessary, you can now enter data formats for your columns.

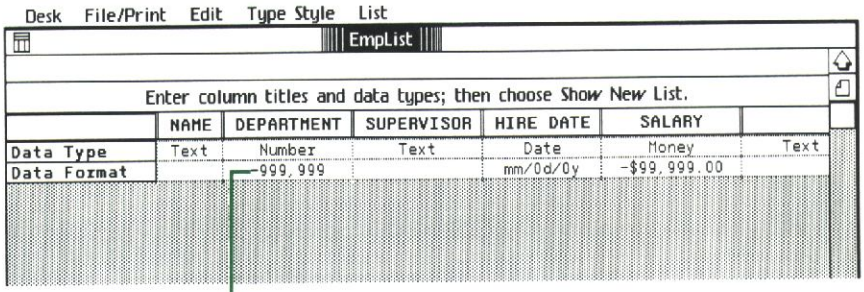
Data Formats

The *data format* of a column tells you what the information you enter in that column will look like.

For example, you might want to enter dates in the format 10/22/84, or you may prefer October 22, 1984. You may need to display numbers with a comma for thousands and a decimal point (1,250.00) or without this punctuation (1250).

Choosing a specific data format for a column allows you to control the appearance of the information you enter in that column. The data format controls only the appearance of the information; the information itself is not affected.

LisaList supplies a data format for each of the data types. When you are creating a new list and choose a data type for a column, the data format appears in the Data Format field on the Create table.



Data format fields

If you are adding columns to an existing list, the Add/Remove table is displayed instead of the Create table. See Adding Columns, under Adding Information to a List.

You do not have to change the data format if the one supplied is suitable. If any one of the data formats supplied is not suitable for your needs, you can change it to your specifications. LisaList provides a lot of flexibility in the data formats you can use. For complete information, see Data Formats, in Chapter 3.

The following procedure explains how to enter data formats for a new list. If you want to change data formats in an existing list, see Changing the Data Format, under Changing the Appearance of a List.

To Choose Data Formats for a New List:

1 ▸ Select the Data Format field in the appropriate column by clicking once in that field.

2 ▸ Type the data format you want to use and press the Enter key. If you need help, refer to Data Formats, in Chapter 3.

3 ▸ Repeat steps 1 and 2 for each data format you want to change.

You can now display the new list, as described below.

Displaying the New List

After you have defined your columns on the Create table, you must choose **Show New List** from the **List** menu before you can start entering information in the list itself.

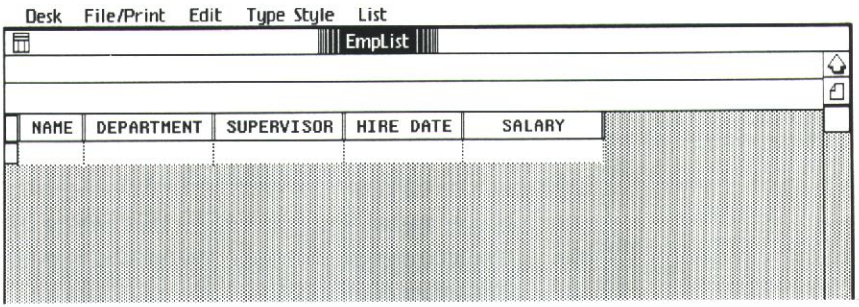
When you choose **Show New List**, LisaList compiles the information you entered on the Create table and displays your new, blank list on the screen.

To Display a New List:

1 ▸ Make sure you have entered the correct data type for each column. If you have not, see Fixing Common Problems, later in this chapter.

2 ▸ Open the **List** menu and choose **Show New List**.

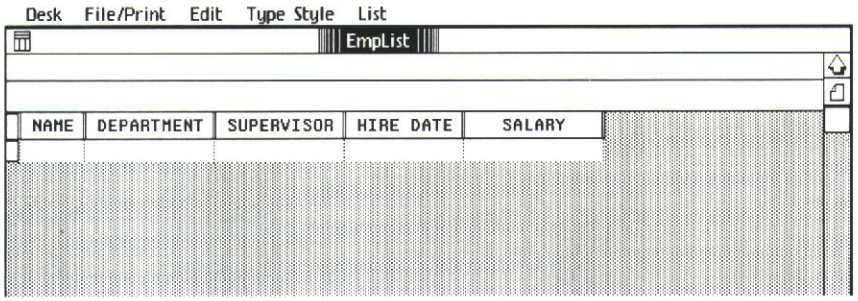
After a Wait message, LisaList displays the list with one blank row.



You are now ready to enter information in the list.

Entering Information

You enter information to compose the list itself. After you define your columns on the Create table and choose **Show New List** from the **List** menu, the list is displayed with your column titles and one blank row, as shown below.



You enter information in a list by selecting fields and typing entries. Information can be entered across a row, down a column, or at random if only certain items of information are available. When you have typed an entry in a field, you can use any of the keys illustrated below and described in Table 2 to make that entry and select the next field.

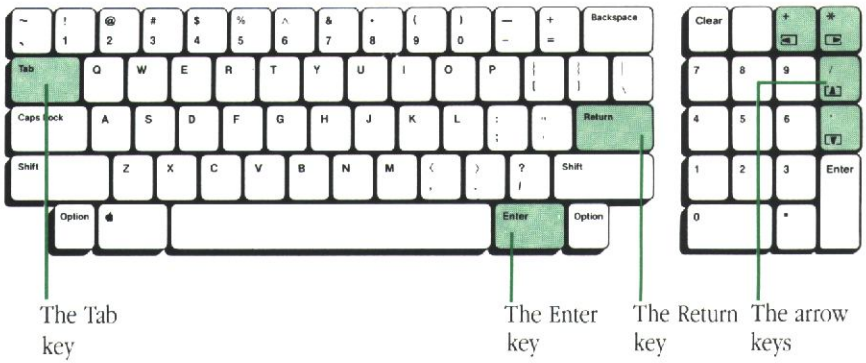


Table 2. Making Entries and Selecting Fields

Press This Key	For This Result
Tab	Selects the next field to the right. If you press the Tab key after typing the last entry in a row, the first field in the next row is selected.
Arrow Keys	↑, ↓, →, or ← selects the field above, below, to the right, or to the left.
Return	Selects the first field in the next row.
Enter	Makes the entry without selecting a different field.
Mouse	Click once in any field to select that field.

To Enter Information:

1 ▸ Before entering information in a new list, be sure you have defined your columns and shown the new list. If you need help, see Creating a New List, earlier in this chapter.

2 ▸ Select the first field in which you want to enter information.

3 ▸ Type the entry for this field. As you type, the entry appears in the field and in the wide-angle view at the top of the screen.

The complete entry appears in the wide-angle view, even if the entry is too wide to be fully displayed in the field itself. You can always select the grid handle and widen the column if necessary (see Changing Column Width, under Changing the Appearance of a List).

4 ▸ Make this entry and select another field by pressing one of the keys described in Table 2.

5 ▸ Repeat steps 3 and 4 to enter all your information.

Shortcut for Typing Entries

If the data format for a column contains punctuation symbols, you can omit these when you type an entry in the column and LisaList will automatically add the punctuation for you.

For example, if the data format for money is $9,999.00, you can type 7500 to display the entry as $7,500.00; if the data format for a date is mm/0d/0y, you can type 122584 to display the date as 12/25/84. For complete information, see Data Formats, in Chapter 3.

Opening an Existing List

To Open an Existing List:

When you want to work with an existing list you have saved and put away, you have to begin by opening the list.

1 ▸ Select the disk or diskette by clicking once on its icon.

2 ▸ Open the **File/Print** menu and choose **Open "Disk"** or **Open "Diskette"**.

3 ▸ If you have filed the list in a folder, click once on the folder's icon.

4 ▸ If the list is in a folder, open the **File/Print** menu and choose **Open "Your Folder"**.

5 ▸ Select the list by clicking once on its icon.

6 ▸ Open the **File/Print** menu and choose **Open "Your List"**.

For a shortcut to opening an existing list, see Shortcuts and Alternatives.

Basic Editing Operations

The basic Lisa editing operations allow you to edit (revise) entries in LisaList fields. You can

- Change a complete entry or part of an entry in a field.
- Insert additional text in an entry.
- Cancel a change by undoing the last change or restoring the previous entry.

The information on the following pages describes these procedures as applied to LisaList. For more information on basic editing operations on the Lisa, see the *Lisa Office System* manual.

Changing an Entry in a Field

Changing an entry replaces the current selection with the new information you type. You can change the complete entry or part of an entry in a field.

To Change an Entry:

1 ▸ Select the field that contains the entry by clicking once in the field.

▶▶▶

2 ▸ If you want to change the whole entry, go on to step 3. If you want to change part of the entry, click and drag through the part you want to change.

3 ▸ Type the new entry, which immediately replaces the previous entry.

If the new entry is too wide for the column, select the grid handle and widen the column (see Changing Column Width under Changing the Appearance of a List).

If you change your mind about the new entry, open the **Edit** menu and choose **Undo Last Change** or **Restore Previous Entry**.

4 ▸ Press the Enter key or select another field to make the new entry.

To change the title in a column header, you must first display the Column Descriptions table by choosing **What Order and Format?** from the **List** menu. You can then select the column header and change the title as described above.

Inserting Text in a Field

Text is any entry or part of an entry in a field. Inserting text adds information to one particular field. You can insert text in a blank field or in a field that already contains an entry.

Wide Entries While you are typing, the complete entry appears in the wide-angle view at the top of the screen. If you want to display the complete entry in the column, you can select the grid handle and widen the column. See Changing Column Width, under Changing the Appearance of a List.

To Insert Text in a Field:

1 ▸ Select the field where you want to insert text by clicking once in the field.

2 ▸ If the field is blank, go on to step 3. If the field already contains text, position the text pointer where you want to insert text and click once to set the insertion point.

3 ▸ Type the text you want to insert. As you type, the entry appears in the field and in the wide-angle view at the top of the screen.

If the entry is now too wide for the column, you can select the grid handle and widen the column (see Changing Column Width, under Changing the Appearance of a List).

4 ▸ Press the Enter key or select another field to make the new entry in this field.

To insert text in a column header, you must first display the Column Descriptions table by choosing **What Order and Format?** from the **List** menu. You can then set the insertion point and insert text as described above.

Cancelling a Change

When you make a change in a field, you can cancel the change while the field is still selected. After you press the Enter key or select another field, you can no longer reverse the effect of the change. You can cancel a change in two ways:

- Undo the last change.
- Restore the previous entry

When you undo the last change, that's exactly what happens — LisaList undoes, or cancels, the very last change you made to the field. When you restore the previous entry, LisaList cancels all changes made to that field since it was selected, and the original entry is put back in the field.

Undoing the Last Change

Undo the last change to reverse the effect of the very last change you made in a field. When you do this, it's as though you never made the last change. This is useful when you have unintentionally changed the entry in a field.

For example, if you accidentally delete someone's name by cutting the field that contained the name, you can undo this change to put the name back again.

You can only undo changes that have been made to a single field. You cannot undo changes that have been made to entire rows or columns. In addition, you must undo the change while the field is still selected. If you press the Enter key or select another field, you cannot undo any changes to the field.

You can undo any of the following operations in a single field:

- Clear.
- Copy.
- Cut.
- Paste.

If LisaList cannot undo the last change, a message to this effect appears.

To Undo the Last Change:

1 ▶ Open the **Edit** menu and choose **Undo Last Change**.

Restoring the Previous Entry

The previous entry is the entry that was in a field before you made any changes to it. Restoring the previous entry cancels all changes made to a field since it was selected. This is useful when you make changes to a field and then decide you prefer the entry the way it was.

Restoring entries applies only to single fields. You cannot restore entries in entire rows and columns. You can only restore the previous entry while you are editing a field and the field is still selected. As soon as you select another field, press the Enter key, or clear the field, you cannot restore the previous entry.

To Restore the Previous Entry:

1 ▶ Open the **Edit** menu and choose **Restore Previous Entry**.

Adding Information to a List

You can add two kinds of information to a list:

- Rows.
- Columns.

Adding a row lets you add new items under existing columns. Adding a column creates a new category of information in a list.

Adding Rows

New rows are always added at the bottom of the list and can be entered in any order. You can then have LisaList put them in the correct order with the rest of the list.

Sort Order When you choose **Show Entire List** from the **List** menu, LisaList sorts the rows in the leftmost column in ascending order. If the column contains text, the rows are sorted in alphabetical order; if the column contains numeric information, the rows are sorted from lowest to highest value. This is LisaList's default, or automatic, sort order.

When you choose **Show List in Order** from the **List** menu, LisaList sorts the list according to the sort specifications you have set up on the Column Descriptions table.

For more information, see Sorting a List.

To Add Rows:

1 ▸ New rows must be added at the end of the list. If necessary, use the vertical elevator or ⌂ scroll arrow to scroll the list up until a blank row appears at the end of the list.

2 ▸ Select the first field in the row by clicking once in the field.

3 ▸ Type the entry for this field.

4 ▸ Press the Tab key to make this entry and select the next field in the row.

5 ▸ Repeat steps 3 and 4 for each field in the row.

6 ▸ If you press Tab or Return after typing the last entry in a row, another blank row appears and its first field is selected for you.

7 ▸ Repeat steps 3 through 6 for each row you want to add.

8 ▸ If you want to display the new rows in the current sort order, open the **List** menu and choose **Show Entire List** (to use the default sort order) or **Show List in Order** (if you have set up your own sort order).

Adding Columns

Columns run vertically down the list, each containing information in one particular category. Add a column when you want to create a new category of information.

You can add a single column or several columns to a list. A list can contain up to 100 columns.

Columns must initially be added to the right of the list. You can then move them to any other location.

Before you add columns, you must display the Add/Remove table. You cannot add columns while the list itself is displayed.

Leftmost Column If you add a column to a list and then move it to the leftmost position on the Add/Remove table, this column becomes the default sort column when you choose **Show Modified List** from the **List** menu. The default sort column is used to sort a list when you choose **Show Entire List** from the **List** menu. See Sorting a List for more information.

To Add Columns:

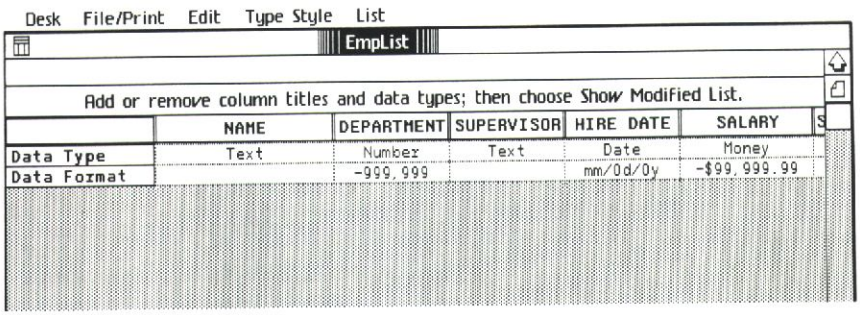
1 ▸ Back up the list if you have made any changes since you last backed it up. Refer to the *Lisa Office System* manual for complete information on backing up a document.

▸▸▸

2▸ Open the **List** menu and choose **Add/Remove Columns**.

3▸ An alert message reminds you to back up the list. If you have already backed up the list, click Yes; otherwise, click No, and repeat from step 1.

LisaList then displays the Add/Remove table. This table gives you information about all columns already in the list.



4▸ Columns must be added to the right of the existing columns shown on the Add/Remove table (you can later move them to any location). If necessary, use the ⇨ scroll arrow at the lower right of the window to scroll the table until the first blank column appears at the right.

5▸ Select the blank column by clicking once in the column header.

6▸ Type a title for the column (the title can be of any length). As you type, the title appears in the column header and in the wide-angle view at the top of the screen.

7▸ Press Enter or Tab to enter the title and adjust the column width to fit the title. If you press Tab, the next blank column is selected and scrolls into view.

If you want to change the width of the column, select the grid handle and widen the column (see Changing Column Width, under Changing the Appearance of a List).

8▸ Repeat steps 6 and 7 for each column you want to add.

9▸ If necessary, choose a data type and data format for the new columns (see Data Types and Data Formats, under Creating a New List).

10▸ If necessary, move the columns to new locations by cutting and pasting (see Moving Columns, under Moving and Copying Information).

11▸ Make sure the new columns have the correct data type. After you show the modified list, you cannot come back and change the data type.

12▸ Open the **List** menu and choose **Show Modified List**.

LisaList displays an alert message. Unless you have changed your mind about adding the columns, click OK. (If you do change your mind, click Cancel and the list will be redisplayed without the new columns.)

After a Wait message, the list, along with its new columns, appears.

Deleting Information from a List

You can delete information from a list in two ways:

- Cut entries.
- Clear entries.

Cutting entries deletes the selected entry and places it on the Clipboard. Anything that is on the Clipboard can be pasted back into the list. If you cut an entire row or column, the row or column itself, as well as the information it contains, is removed from the list.

Clearing entries deletes the selected entry without placing it on the Clipboard. If you clear a row or column, the information is removed, but the blank row or column remains in the list.

Any portion of a list can be cut or cleared: A single field, a group of fields, part of the entry in a field, complete columns or rows, even the entire list.

You can clear columns, rows, or fields, as well as cut rows or fields, while the list itself is displayed. To cut columns, you must first display the Add/Remove table.

Cutting

Cutting deletes the current selection from the list and places it on the Clipboard. Anything that is on the Clipboard can be pasted back into the list at the same or another location. You will often cut an entry because you want to move it to a new location (see Moving and Copying Information). You can also cut an entry to remove it completely from the list.

Only one entry at a time can be placed on the Clipboard; when you cut or copy another entry, you replace the first entry on the Clipboard. If you want to paste an entry back into the list, you must choose **Paste** from the **Edit** menu before cutting or copying anything else.

Cutting Fields

You can cut a single field, a group of fields, or part of the entry in a field.

Cutting Rows

When you cut rows, the rows themselves, as well as the information they contain, are removed from the list. Any remaining rows move to close up the space.

If a partial list is displayed because you have searched for this particular information, you can choose **Select All of Document** from the **Edit** menu and then cut all the rows that are displayed in the partial list.

To Cut Fields or Rows:

1 ▸ Select the entries you want to cut. If you need help, see Selecting Parts of a List.

2 ▸ Open the **Edit** menu and choose **Cut**.

LisaList removes the selected entries and places them on the Clipboard.

If you change your mind about cutting the entries, open the **Edit** menu and choose **Paste**.

Cutting Columns

Cut a column when you want to delete a whole category of information and all related entries.

Before you cut columns, you must first display the Add/Remove table. You cannot cut columns while the list itself is displayed.

If you want to delete the information in a column without removing the column itself, see Clearing Entries. To temporarily hide a column without deleting any information, see Making Columns Invisible under Changing the Appearance of a List.

Cutting the Leftmost Column You can cut any column from the list, but the order in which information is displayed will be affected if you cut the default sort column. This is the column that was leftmost when the list was created. If you cut this column, the list is then sorted according to what used to be the second column (now the leftmost column).

Saving the New List When you cut a column and show the modified list, the new version of the list is saved automatically, replacing the previous version saved on the disk.

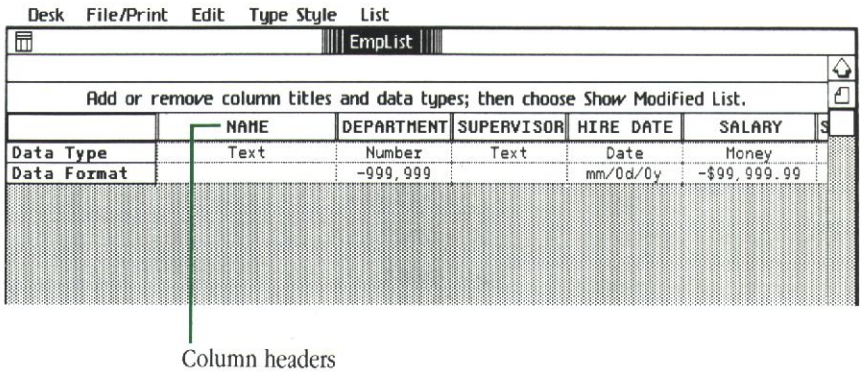
To Cut Columns:

1 ▸ Back up the list if you have made any changes since you last backed it up. Refer to the *Lisa Office System* manual for information on backing up a document.

2 ▸ Open the **List** menu and choose **Add/Remove Columns.**

3 ▸ An alert message reminds you to back up the list. If you have already backed up the list, click Yes; otherwise, click No, and go back to step 1.

LisaList then displays the Add/Remove table. This table gives you information about all columns in the list.



4 ▸ If necessary, use the ⇨ scroll arrow (at the lower right of the window) to scroll the table until the column you want to cut appears.

5 ▸ Select the column(s) you want to cut. To select one column, click once in the column header; for several columns, click and drag through the column headers you want to select.

▶▶▶

6► Open the **Edit** menu and choose **Cut**.

The columns are removed from the table and any remaining columns move over.

7► Open the **List** menu and choose **Show Modified List**.

8► LisaList displays an alert message. Unless you have changed your mind about cutting the columns, click OK. When you click OK, LisaList automatically saves the new version of the list on the disk.

(If you do change your mind, click Cancel and the list will be redisplayed with the columns intact.)

After a Wait message, the modified list is displayed with the columns removed. This new version has been saved automatically on the disk.

Clearing

Clearing deletes the selected entry from the list without placing it on the Clipboard. If you do want the entry to be put on the Clipboard so that you can paste it back into the list, you should cut the entry instead of clearing it (see Cutting Entries). Clear any entries that you want to remove completely from a list.

Clearing Fields

You can clear a single field, a group of fields, or part of the entry in a field.

Clearing Rows or Columns

When you clear rows or columns, the information is removed, but the blank row or column itself remains in the list. This is useful if you want to clear a row or column and replace it with new information. If you leave a blank row in the list, it is placed at the top when you sort the list.

To Clear Fields, Rows, or Columns:

1► Select the entries you want to clear. If you need help, see Selecting Parts of a List.

2► Open the **Edit** menu and choose **Clear**, or press the Clear key for the same result. The Clear key is at the top left of the numeric keypad.

LisaList clears the selected entries from the list.

Moving and Copying Information

LisaList allows you to move or copy information from one part of the list to another, or even to a different list.

When you move information, it is removed from the list and placed on the Clipboard so that you can paste it back into the list at another location.

When you copy information, LisaList places a duplicate copy on the Clipboard so that you can paste this copy into other locations. The original information is not removed from the list; it is duplicated in the new location.

Anything on the Clipboard can be pasted into the list as many times as you like, but only one entry at a time can be placed on the Clipboard. When you cut or copy a second entry, it replaces the previous entry on the Clipboard.

The differences between moving and copying various parts of a list are described below.

Fields

You can move or copy the complete entry in a field, part of the entry in a field, or the entries in a group of fields.

Rows

You can copy one row or several rows. You can also move rows, but they are always arranged in the current sort order when you choose **Show Entire List** or **Show List in Order** from the **List** menu.

Columns

You can move or copy one column or several columns. Columns can be copied while the list itself is displayed, but can only be moved after you display the Column Descriptions table or Add/Remove table.

The procedures on the following pages tell you how to

- Move or copy entries in fields.
- Copy rows.
- Move columns.
- Copy columns.
- Move or copy information to another list.

Moving or Copying Fields

You can move or copy the complete entry in a field, part of the entry in a field, or the entries in a group of fields.

When you move an entry, it is removed from the field and placed on the Clipboard so that you can paste it back into other fields. The field itself is not removed from the list when you move an entry.

When you copy an entry, a duplicate copy is placed on the Clipboard so that you can paste the copy into other fields. The original entry is not removed from the field; it is duplicated in the new location.

You can move or copy entries into blank fields or into fields that already contain entries. If you move or copy into a field that contains an entry, the original entry is replaced with the new entry.

There are four steps in moving or copying entries:

1. Select the entries you want to move or copy.
2. Cut or copy the selected entries to the Clipboard.
3. Select a new location for the entries.
4. Paste the cut or copied entries into the new location.

Table 3 describes the different choices for pasting fields. The step-by-step procedure for moving or copying fields follows this table.

Table 3. Pasting Fields

Cut or Copy This to the Clipboard	Select This Part of the List	Paste for This Result
One field	One field	Exact copy
One field	Group of fields	Field is duplicated in each selected field
One field	One or more columns	Field is duplicated in each field in the column(s)
One field	One or more rows	Field is duplicated in each field in the row(s)
One or more fields	Row grid handle	If fields contain same number of columns as the list, a row is added and fields are pasted below grid handle.
A group of fields	A group of the same size and shape	Exact copy
A group of fields	A group that is an exact multiple of original group	Group is duplicated appropriate number of times; rows are added if necessary

Table 3. Pasting Fields, continued

Cut or Copy This to the Clipboard	Select This Part of the List	Paste for This Result
A group of fields	A single field	First field in group is pasted in selected field; remaining fields are pasted relative to this location

Rules for Pasting Fields

1. If you paste into a group of fields that is larger than the group on the Clipboard, the group you paste into must be an *exact multiple* of the group on the Clipboard. For example, you can paste a group that is five fields by two fields into an area that is ten fields by four fields, or fifteen fields by six; but you cannot paste this into an area that is seven fields by three.
2. If the part of the list you paste into is an exact multiple of the group of fields on the Clipboard, the fields will be duplicated the appropriate number of times.
3. You can only paste fields into a row grid handle if the fields are the same width as the number of columns in the list itself; that is, you could paste a group of fields that is four columns wide into a list that contains four columns, but you could not paste this into a list with only three columns. When necessary, LisaList will add rows to the list to accommodate the copy, but columns cannot be added to the list in the same way.
4. If you paste a group of fields from the Clipboard into a single field in the list, LisaList pastes the upper left field from the Clipboard into the selected field in the list. The remaining fields from the Clipboard are pasted into the list relative to the location of the selected field.

To Move or Copy Entries in Fields:

1▸ Select the field, group of fields, or part of the entry in a field that you want to move or copy. If you need help, see Table 3; see also Selecting Parts of a List.

2▸ Open the **Edit** menu. If you want to move the fields, choose **Cut**; to copy the fields, choose **Copy**.

▶▶▶

3▸ Select the new location for the entries. If you need help, see Table 3 on the previous pages; see also Selecting Parts of a List.

4▸ Open the **Edit** menu and choose **Paste**.

The entries from the Clipboard appear in the new location.

If LisaList finds an error while pasting the fields, an alert message is displayed. You can then cancel the remainder of the operation or continue. If you continue, the information that caused the error will not appear in the list and these fields will be blank.

5▸ If you want to copy these entries into other fields, repeat steps 3 and 4.

Copying Rows

You can copy one row or several rows. When you copy rows, a duplicate copy is placed on the Clipboard so that you can paste it into the list one or more times.

Copying a row is useful when you want to duplicate rows of similar information in another part of the list. You can then change any fields that differ from the original row.

You can copy a row on top of an existing row, or between rows. When you copy on top of an existing row, the information in the original row is replaced with the new information you copy into it. When you copy between rows, a new row is inserted in the list to accommodate the copy.

There are four steps in copying rows:

1. Select the row or rows you want to copy.
2. Copy the selected rows to the Clipboard.
3. Select a location for the copy.
4. Paste the copied rows into the new location.

Table 4 describes the different choices for pasting rows. The step-by-step procedure for copying rows follows this table.

Table 4. Pasting Rows

Copy This to the Clipboard	Select This Part of the List	Paste for This Result
One row	One row	Exact copy
One row	Several rows	Row is duplicated in each selected row
Several rows	The same number of rows	Exact copy
Several rows	Several rows that are an exact multiple of original rows	Rows are duplicated appropriate number of times
One or more rows	A row grid handle	Copied rows are inserted below selected grid handle
One or more rows	A single field	First field in first row is copied into selected field; rest of rows are copied relative to this location

Rules for Pasting Rows

1. If you paste into a number of rows that is larger than the number on the Clipboard, the area you paste into must be an *exact multiple* of the area on the Clipboard. For example, you can paste an area that is two columns wide and four rows long into an area that is four columns wide and eight rows long, or six columns wide and twelve columns long; but you cannot paste this into an area three columns wide and five rows long.
2. If you paste rows into a single field, be sure there are enough columns to the right of the field to accommodate the copy. LisaList can add rows to a list, but cannot add columns in the same way. If there are not enough columns available for the copy, LisaList displays a message to this effect and the copy is not completed.
3. If you paste several rows into the last row or last grid handle in the list, rows are added to the end of the list to accommodate the copy.

To Copy Rows:

1 ▸ Select the row or rows you want to copy. To select one row, click once in the row header; for several rows, click and drag through the row headers you want to select.

2 ▸ Open the **Edit** menu and choose **Copy**.

LisaList places a copy of the rows on the Clipboard for you.

3 ▸ Select the location for the copy. If you need help, see Table 4 ; see also Selecting Parts of a List.

4 ▸ Open the **Edit** menu and choose **Paste**. The rows are copied into the new location.

If LisaList finds an error while pasting the rows, an alert message is displayed. You can then cancel the remainder of the operation or continue. If you continue, the information that caused the error will not appear in the list and these fields will be blank.

5 ▸ If you want to copy the rows into other locations, repeat steps 3 and 4.

Moving Columns

When you move a column, LisaList cuts it from the list and places it on the Clipboard so you can paste it back into the list at another location. The column is taken out of its original location when you move it.

Before you move columns, the Column Descriptions table or Add/Remove Table must be displayed. You cannot move columns while the list itself is displayed.

After you have moved a column from its original location, LisaList will not allow you to choose any item from the **List** menu until you paste the column in its new location. This protects you from accidentally deleting the column.

Columns are originally displayed in the order in which you defined them on the Create or Add/Remove table. You can move one or more columns to any location in the list. The information in the column is not affected when you move it; it just appears in a new location.

Moving the Leftmost Column When you choose **Show Entire List** from the **List** menu, LisaList sorts the leftmost column in ascending order. If the column contains text, it is sorted in alphabetical order; if the column contains numeric information, it is sorted from lowest to highest value. This is LisaList's default, or automatic, sort order.

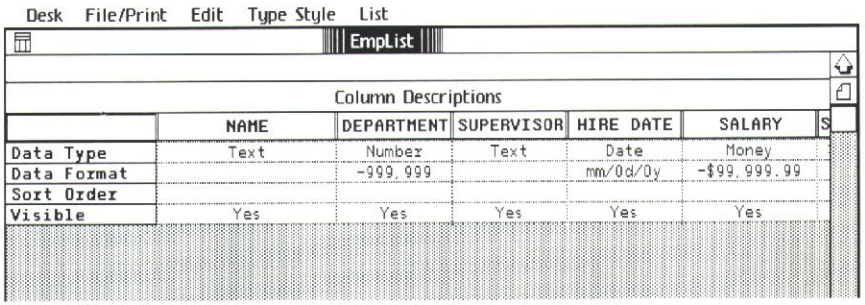
The leftmost column is the column that was leftmost when you first created the list. Even if you move this column to another location, it is still used as the default sort column when you choose **Show Entire List** from the **List** menu.

For more information, see Sorting a List.

To Move Columns:

1 ▸ Open the **List** menu and choose **What Order and Format?**

The Column Descriptions table is displayed.


Desk File/Print Edit Type Style List
EmpList
Column Descriptions
NAME DEPARTMENT SUPERVISOR HIRE DATE SALARY
Data Type Text Number Text Date Money
Data Format -999,999 mm/0d/0y -$99,999.99
Sort Order
Visible Yes Yes Yes Yes Yes

2 ▸ If necessary, use the ⇨ scroll arrow (at the lower right of the window) to scroll the table until the column you want to move appears.

3 ▸ Select the column or columns you want to move. To select one column, click once in the column header; for several columns, click and drag through the column headers you want to select.

4 ▸ Open the **Edit** menu and choose **Cut**.

LisaList removes the columns from the table and places them on the Clipboard for you.

If you change your mind about moving the columns, open the **Edit** menu and choose **Paste**.

5 ▸ Move the pointer to the grid handle (the dividing line between column headers) at the new location for the column. Click once to select the grid handle.

▶▶▶

6 ▶ Open the **Edit** menu and choose **Paste**.

The columns you moved to the Clipboard now appear in the new location.

7 ▶ Repeat steps 3 through 6 for any other columns you want to move.

8 ▶ To display the list with the columns in the new location, open the **List** menu and choose **Show Entire List** (to use the default sort order) or **Show List in Order** (if you have set up your own sort order).

Copying Columns

When you copy a column, LisaList places a duplicate copy of the column on the Clipboard. You can then paste this copy into other columns in the list.

LisaList structures a list around the number of columns in a list and the type of information these columns contain. When you want to add a new column to a list, you must *always* define the new column on the Add/Remove table. For this reason, you cannot create a new column by simply copying an existing column to a new location or to a grid handle between columns.

You can, however, copy a column *on top of* an existing column. When you do this, the information in the original column is replaced with the information you copy into it. The data types of both columns must be compatible for the copy to be successful.

There are four steps in copying columns:

1. Select the column or columns you want to copy.
2. Copy the selected columns to the Clipboard.
3. Select a location for the copy.
4. Paste the copied columns into the new location.

When you have copied columns to the Clipboard, you can paste the copy into a new location in several ways.

Table 5 describes the different choices for pasting columns. The step-by-step procedure for copying columns follows this table.

Table 5. Pasting Columns

Copy This to the Clipboard	Select This Part of the List	Paste for This Result
One column	One column	Exact copy
One column	Several columns	Column is duplicated in each selected column
Several columns	The same number of columns	Exact copy
Several columns	A number of columns that is an exact multiple of original number of columns	Columns are duplicated appropriate number of times
One or more columns	A single field	First field in first column is copied into selected field; rest of columns are copied relative to this location

Rules for Pasting Columns

1. If you paste into a number of columns that is larger than the number on the Clipboard, the columns you paste into must be an *exact multiple* of the number on the Clipboard. For example, you can paste two columns into four, six, or eight columns, but you cannot paste two columns into three, five, or nine.
2. If the columns on the Clipboard contain more rows than the columns you paste into, LisaList adds rows to the list to accommodate the longer columns. If the columns on the Clipboard contain fewer rows than the columns you paste into, LisaList duplicates rows as necessary to fill up the selected columns.
3. If you paste columns into a single field, be sure there is enough space to the right of the field to accommodate the columns. LisaList can add rows to a list, but cannot add columns in the same way. If there are not enough columns available for the copy, LisaList displays a message to this effect and the copy is not completed.

To Copy Columns:

1▸ Select the column or columns you want to copy. To select one column, click once in the column header; for several columns, click and drag through the column headers you want to select.

2▸ Open the **Edit** menu and choose **Copy**. The selected columns are copied to the Clipboard for you.

3▸ Select the location for the copy. If you need help, see Table 5; see also Selecting Parts of a List.

4▸ Open the **Edit** menu and choose **Paste**.

The columns are copied into the new location.

If LisaList finds an error while pasting the columns, an alert message is displayed. You can then cancel the remainder of the operation or continue. If you continue, the information that caused the error will not appear in the list and these fields will be blank.

5▸ If you want to copy the columns into other locations, repeat steps 3 and 4.

Moving or Copying Information to Another List

Moving or copying information from one list to another follows the same procedures and rules as moving or copying information in the same list. The only difference is that you have to open the other list before you can move or copy information into it.

Before moving or copying information from one list to another, you should be familiar with the basic move and copy operations described on the previous pages.

To Move or Copy Information to Another List:

1▸ Select the information you want to move or copy. If you need help, see Selecting Parts of a List.

2▸ Open the **Edit** menu. If you want to move information, choose **Cut**; to copy information, choose **Copy**.

The selected information is cut or copied to the Clipboard for you.

3▸ Open the other list by double-clicking on its icon (you may need to rearrange objects on the desktop first).

4▸ Select the location for the moved or copied information in the new list. If you need help, see Tables 3, 4, and 5; see also Selecting Parts of a List.

5 ▸ Open the **Edit** menu and choose **Paste**.

LisaList copies the information from the Clipboard into the new list.

6 ▸ If you want to copy this information in other locations, repeat steps 4 and 5.

Changing the Appearance of a List

You can change the appearance of a list in any of the following ways:

- Change the column width to make a column wider or narrower.
- Change the type style used to print your list.
- Change the type size used to display your list on the screen.
- Make a column invisible so that it is temporarily hidden from view.
- Change the data format for any of the data types so that information is displayed in your own particular format.

Changing the appearance of a list does not change the information contained in the list; it only affects how the information is displayed.

Changing Column Width

The width of a column is determined initially by the length of the column title. For example, if you use *Date* as a column title, that column will be four characters wide. You can make a column wider or narrower at any time.

Column width only affects how the information in the column is displayed; it does not restrict the amount of information you can enter in a field. The complete entry in a field is always shown in the wide-angle view at the top of the screen when the field is selected.

To Change the Width of a Column:

1 ▸ Move the cross-hair pointer to the grid handle at the right of the column. The grid handle is the dividing line between column headers.

2 ▸ Press and hold down the mouse button, and drag the pointer to the right to make the column wider, or to the left to make the column narrower. As you move the pointer, a dotted vertical line indicates the width of the column.

3 ▸ When the column is the width you want, release the mouse button.

Making Columns Invisible

When you make a column invisible, it is no longer displayed on the screen and will not be printed if you print the list. The column is not removed from the list, just hidden from view. If you want to remove a column permanently from a list, see Cutting Columns, under Deleting Information.

Make a column invisible when you want to conceal certain information in the list (for example, when you want to print a copy of the list without including a certain column).

Making a column invisible does not affect the information in the column. You can still sort a column or search for information while the column is invisible.

When a column is invisible, you can make it visible again at any time.

Sorting Invisible Columns When you choose **Show Entire List** from the **List** menu, LisaList sorts the leftmost column in ascending order. If the column contains text, it is sorted in alphabetical order; if the column contains numeric information, it is sorted from lowest to highest value. This is LisaList's default, or automatic, sort order.

Even if you make the leftmost column invisible, it is still used to display the list in the default sort order.

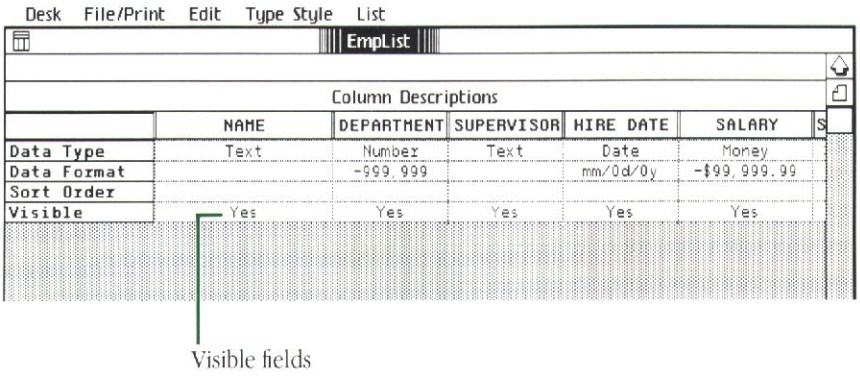
When you choose **Show List in Order** from the **List** menu, LisaList sorts the list according to the sort specifications you have set up on the Column Descriptions table. All the columns you have specified on this table are used to sort the list, even if you have made some columns invisible.

For more information, refer to Sorting a List.

To Make Columns Invisible or Visible:

1 ▸ Open the **List** menu and choose **What Order and Format?**

LisaList displays the Column Descriptions table.



2 ▸ If necessary, use the ⇨ scroll arrow (at the lower right of the window) to scroll the table until the column you want to make invisible appears.

3 ▸ Click once in the Visible field of the column you want to make invisible.

The **Column Visible** menu choice now appears in the menu bar.

4 ▸ Open the **Column Visible** menu and choose **No** to make the column invisible or **Yes** to make the column visible.

5 ▸ Repeat steps 3 and 4 to change the visibility of any other columns.

6 ▸ To redisplay the list, open the **List** menu and choose **Show Entire List** (to use the default sort order) or **Show List in Order** (if you have set up your own sort order).

Changing the Data Format

The data format of a column specifies how information is displayed in that column.

For example, you may want to enter dates in the format 10/22/84, or you may prefer October 22, 1984. You may need to display numbers with a comma for thousands and a decimal point (1,250.00) or without this punctuation (1250).

The data format controls only the appearance of the information; the information itself is not affected.

LisaList supplies a data format for each of the data types. If any one of the data formats supplied is not suitable for your needs, you can change it to your specifications. LisaList provides a lot of flexibility in the data formats you can use. The meaning of the data format characters, possible combinations, and restrictions are described under Data Formats, in Chapter 3.

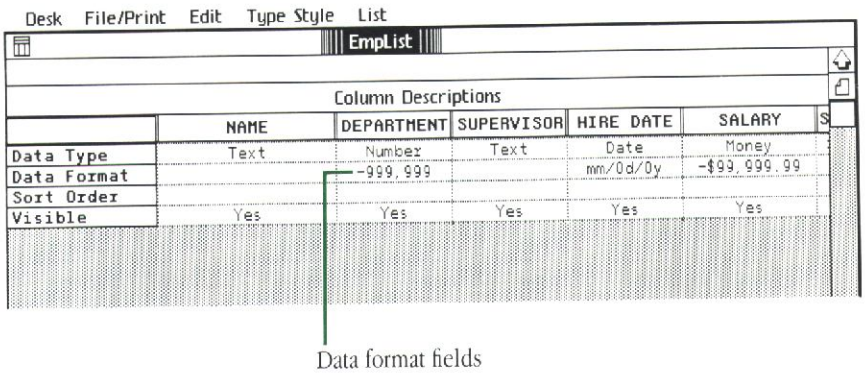
You can change the data format of a column even after you have entered information in that column. In this case, LisaList displays existing information in the new format as much as possible.

The following procedure explains how to change the data format in an existing list. If you want to set up data formats for a new list, see Data Formats, under Creating a New List.

To Change the Data Format in an Existing List:

1 ▶ Open the **List** menu and choose **What Order and Format?**

2 ▶ LisaList displays the Column Descriptions table.



3 ▶ If necessary, use the ⇨ scroll arrow (at the lower right of the window) to scroll the table until the column you want to change appears.

4 ▶ Click once in the Data Format field of the column you want to change.

5 ▶ Type the data format you want to use.

See Data Formats, in Chapter 3, for complete information on the changes you can make to the data format.

6 ▶ Press the Enter key to enter the new data format.

7 ▶ Repeat steps 4 through 6 for any other data formats you want to change.

8 ▸ You can now go back to the list by opening the **List** menu and choosing **Show Entire List** (to use the default sort order) or **Show List in Order** (if you have set up your own sort order).

Changing Printing Type Style

Type style refers to the kind of characters used to print your list. You can choose Modern or Classic type in a variety of sizes. Modern and Classic are the names of the type styles.

The size of type is measured in pitch and point size. Pitch refers to the number of characters that can be printed horizontally per inch; for example, 10-pitch type prints ten characters per inch. Point size refers to the height of a printed character — the larger the point size, the larger the character. There are 72 points per inch, so a 12-point character is about 1/6 inch high.

Samples of the Modern and Classic type styles in all available sizes are shown below.

Modern

```
8 Point, 20 Pitch
8 Point, 15 Pitch
10 Point, 12 Pitch
12 Point,  10 Pitch
```

Classic

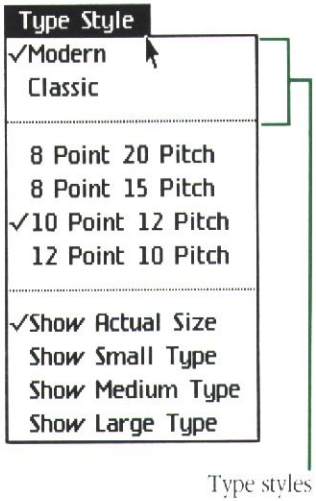
```
10 Point, 12 Pitch
12 Point,  10 Pitch
```

One type style is used for the entire list; you cannot use different type styles in different parts of the list.

You can print the list in one type style while displaying it on the screen in another. For example, you may want to print a list in 20-pitch type so that more fits on a printed page, but display the list on the screen in large type so that it is easier to read and work on. To see the list on the screen exactly as it will look when printed, the screen type size must be Actual Size. For more information, see Changing Screen Type Size.

To Change the Printing Type Style:

1 ▸ Open the **Type Style** menu and choose either **Modern** or **Classic** if you want to change from one to the other.

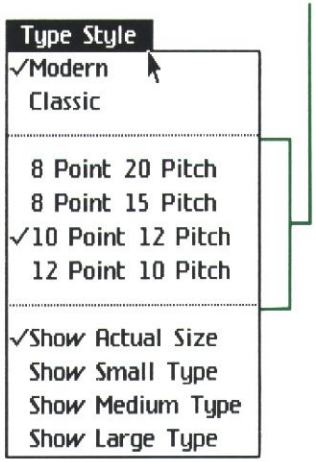


Type styles

Point size and pitch

2 ▸ Open the **Type Style** menu and choose the point size and pitch you want to use.

The type style you choose will now be used if you print the list.



Changing Screen Type Size

Type size refers to the size of characters used to display your list on the screen. You can display the list in large type to make it easier to read, or you can display it in small type to fit more information on the screen. The entire list is displayed in one screen type size; you cannot display portions of the list in different sizes.

The type size displayed on the screen is independent of any printing type style you have chosen. You can display any of the type styles in any of the screen type sizes. The screen type size does not affect how the list looks when it is printed. For more information, see Changing Printing Type Style.

There are four type sizes to choose from. Samples of these, using the 12-Pitch Modern type style, are shown here.

This is Actual Size

This is Small Type

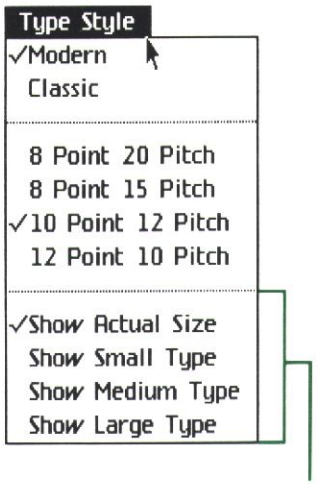
This is Medium Type

This is Large Type

To Change Screen Type Size:

1 ▸ Open the **Type Style** menu and choose the type size you want.

LisaList then displays the list using the new type size.



Type sizes

Sorting a List (Arranging Information in the Order You Want)

Sorting a list arranges the information in the list in a particular order. For example, you might want to sort names alphabetically, dates chronologically, or numbers in numerical order.

When you make a new list, or add rows to an existing list, you can enter rows of information in any order and then have LisaList sort the list for you.

You can sort a list based on any of the following.

- The leftmost column.
- Any other column.
- Multiple columns.

The order in which LisaList sorts information is called the *sort order.*

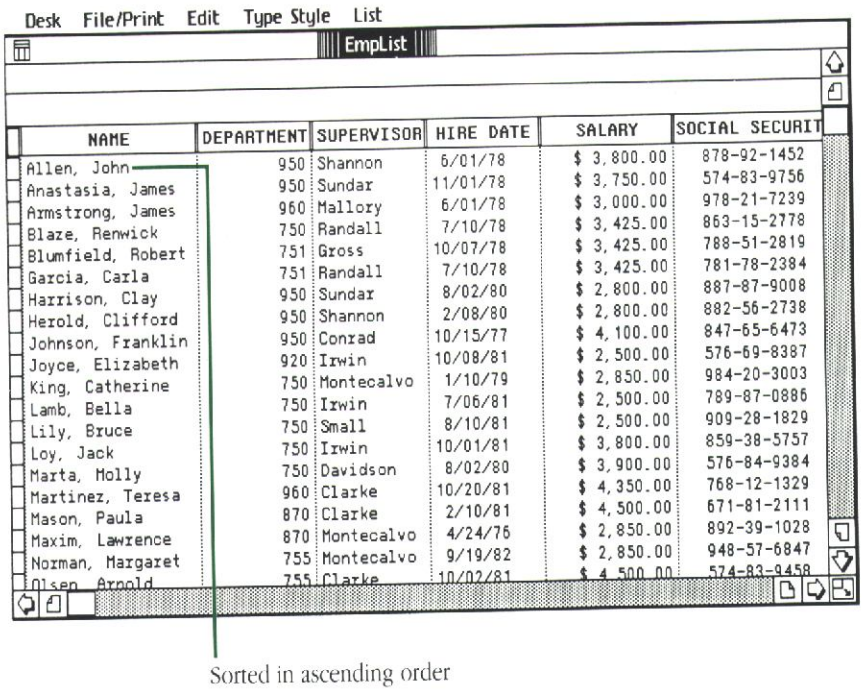
LisaList automatically sorts the list based on the leftmost column unless you specify otherwise. This is called the *default,* or automatic, sort order. If you want to sort the list based on any other column, you can set up your own sort order. You can sort a list based on one column or several columns.

In addition, you can change the sort specifications by changing the sort order or changing the sort priority.

All the procedures for sorting a list and changing the sort specifications are described on the following pages.

Sorting the Leftmost Column

Unless you specify otherwise, LisaList automatically sorts a list based on the leftmost column. The column is sorted in ascending order, which means that the information is alphabetized if the column contains text, or arranged from lowest to highest value if the column contains numeric information. This is LisaList's default, or automatic, sort order, and the leftmost column is called the *default sort column.*



Sorted in ascending order

The default sort column is the one that was leftmost when you first created the list or showed the modified list after adding or removing a column. This column remains the leftmost column for sorting purposes even if you later move it to a new location in the list.

To Sort a List Based on the Leftmost Column:

1 ▶ Open the **List** menu and choose **Show Entire List**.

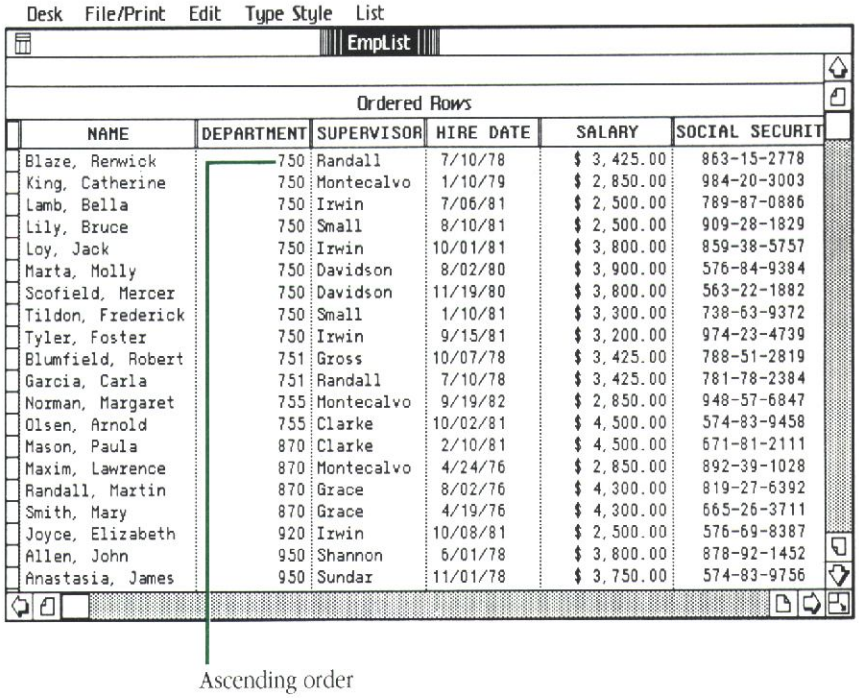
LisaList then displays the list with the leftmost column sorted in ascending order.

Sorting Any Column

If you want to sort a list based on anything other than the default sort order, you can set up your own sort specifications. This lets you decide which column should be used to sort the list and whether information should be sorted in ascending or descending order.

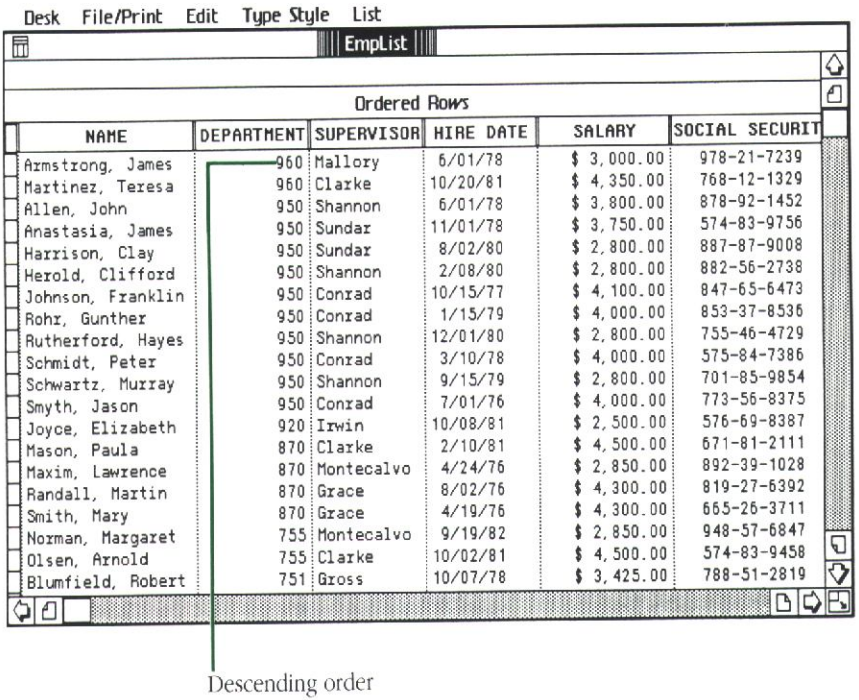
Ascending Order

If you choose ascending order for a column that contains text, LisaList sorts the information alphabetically (from A to Z); if the column contains numeric information, LisaList sorts it from lowest to highest value (for example, 1 to 100).


Desk File/Print Edit Type Style List
EmpList
Ordered Rows
NAME DEPARTMENT SUPERVISOR HIRE DATE SALARY SOCIAL SECURIT
Blaze, Renwick 750 Randall 7/10/78 $ 3,425.00 863-15-2778
King, Catherine 750 Montecalvo 1/10/79 $ 2,850.00 984-20-3003
Lamb, Bella 750 Irwin 7/06/81 $ 2,500.00 789-87-0886
Lily, Bruce 750 Small 8/10/81 $ 2,500.00 909-28-1829
Loy, Jack 750 Irwin 10/01/81 $ 3,800.00 859-38-5757
Marta, Molly 750 Davidson 8/02/80 $ 3,900.00 576-84-9384
Scofield, Mercer 750 Davidson 11/19/80 $ 3,800.00 563-22-1882
Tildon, Frederick 750 Small 1/10/81 $ 3,300.00 738-63-9372
Tyler, Foster 750 Irwin 9/15/81 $ 3,200.00 974-23-4739
Blumfield, Robert 751 Gross 10/07/78 $ 3,425.00 788-51-2819
Garcia, Carla 751 Randall 7/10/78 $ 3,425.00 781-78-2384
Norman, Margaret 755 Montecalvo 9/19/82 $ 2,850.00 948-57-6847
Olsen, Arnold 755 Clarke 10/02/81 $ 4,500.00 574-83-9458
Mason, Paula 870 Clarke 2/10/81 $ 4,500.00 671-81-2111
Maxim, Lawrence 870 Montecalvo 4/24/76 $ 2,850.00 892-39-1028
Randall, Martin 870 Grace 8/02/76 $ 4,300.00 819-27-6392
Smith, Mary 870 Grace 4/19/76 $ 4,300.00 665-26-3711
Joyce, Elizabeth 920 Irwin 10/08/81 $ 2,500.00 576-69-8387
Allen, John 950 Shannon 6/01/78 $ 3,800.00 878-92-1452
Anastasia, James 950 Sundar 11/01/78 $ 3,750.00 574-83-9756
Ascending order

Descending Order

If you choose descending order for a column that contains text, LisaList sorts the information backward (from Z to A); if the column contains numeric information, LisaList sorts it from highest to lowest value (for example, 100 to 1).


Desk File/Print Edit Type Style List
EmpList
Ordered Rows
NAME DEPARTMENT SUPERVISOR HIRE DATE SALARY SOCIAL SECURIT
Armstrong, James 960 Mallory 6/01/78 $ 3,000.00 978-21-7239
Martinez, Teresa 960 Clarke 10/20/81 $ 4,350.00 768-12-1329
Allen, John 950 Shannon 6/01/78 $ 3,800.00 878-92-1452
Anastasia, James 950 Sundar 11/01/78 $ 3,750.00 574-83-9756
Harrison, Clay 950 Sundar 8/02/80 $ 2,800.00 887-87-9008
Herold, Clifford 950 Shannon 2/08/80 $ 2,800.00 882-56-2738
Johnson, Franklin 950 Conrad 10/15/77 $ 4,100.00 847-65-6473
Rohr, Gunther 950 Conrad 1/15/79 $ 4,000.00 853-37-8536
Rutherford, Hayes 950 Shannon 12/01/80 $ 2,800.00 755-46-4729
Schmidt, Peter 950 Conrad 3/10/78 $ 4,000.00 575-84-7386
Schwartz, Murray 950 Shannon 9/15/79 $ 2,800.00 701-85-9854
Smyth, Jason 950 Conrad 7/01/76 $ 4,000.00 773-56-8375
Joyce, Elizabeth 920 Irwin 10/08/81 $ 2,500.00 576-69-8387
Mason, Paula 870 Clarke 2/10/81 $ 4,500.00 671-81-2111
Maxim, Lawrence 870 Montecalvo 4/24/76 $ 2,850.00 892-39-1028
Randall, Martin 870 Grace 8/02/76 $ 4,300.00 819-27-6392
Smith, Mary 870 Grace 4/19/76 $ 4,300.00 665-26-3711
Norman, Margaret 755 Montecalvo 9/19/82 $ 2,850.00 948-57-6847
Olsen, Arnold 755 Clarke 10/02/81 $ 4,500.00 574-83-9458
Blumfield, Robert 751 Gross 10/07/78 $ 3,425.00 788-51-2819
Descending order

If you want to sort the list based on more than one column, see Sorting Multiple Columns.

Combining Sorting with Searching

If you have also set up search specifications for the list, you can choose **Find and Show in Order** from the **List** menu to sort and display the partial list. If you choose **Show List in Order** from the **List** menu, the entire list is sorted and displayed, regardless of the current search specifications.

See Searching a List for more information.

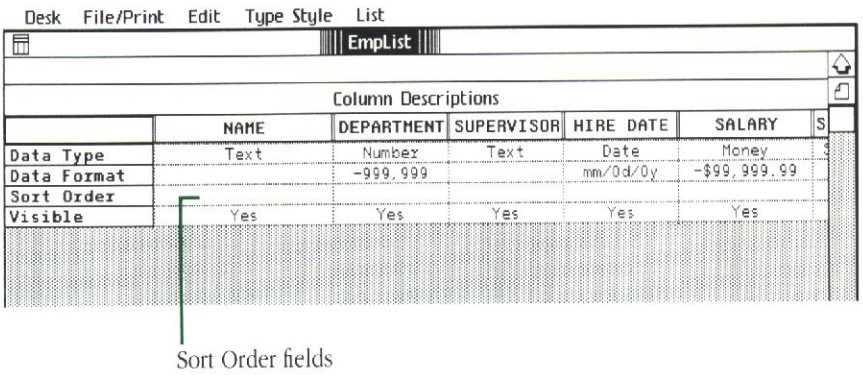
Saving the Sort Order

When a list is saved, the sort order you have specified on the Column Descriptions table is saved with the list. However, the next time you open the list, it is displayed in the default sort order. If you want to display the list according to your sort order, open the **List** menu and choose **Show List in Order**.

To Sort a List Based on Any Column:

1 ▸ Open the **List** menu and choose **What Order and Format?**.

This displays the Column Descriptions table, which allows you to set up a sort order for the list.



2 ▸ Click once in the Sort Order field of the column you want to use to sort the list.

The **Row Order** menu choice now appears in the menu bar.

3 ▸ Open the **Row Order** menu and choose **Ascending Order** or **Descending Order**.

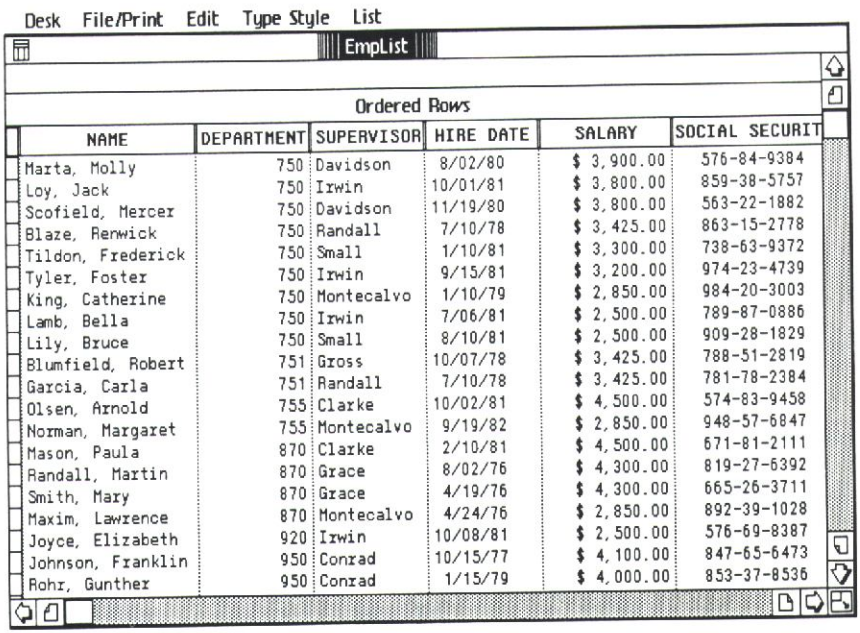
The word *Ascend* or *Descend* appears in the Sort Order field.

4 ▸ Open the **List** menu and choose **Show List in Order** (to display the entire list) or **Find and Show in Order** (to display the partial list according to the current search specifications).

LisaList then rearranges the list and displays it in the order you specified.

Sorting Multiple Columns

When you sort a list based on more than column, the first column is used primarily to determine the order in which the list will be sorted. Second and subsequent columns are used as "tie breakers" to further refine the sort. For example, in the list shown below, the Department column was sorted in ascending (numerical) order. Notice that there are several rows of information for each department. For each group of rows belonging to the same department, salaries were sorted in descending order. This would be useful if you wanted to know which employee in each department had the highest salary.



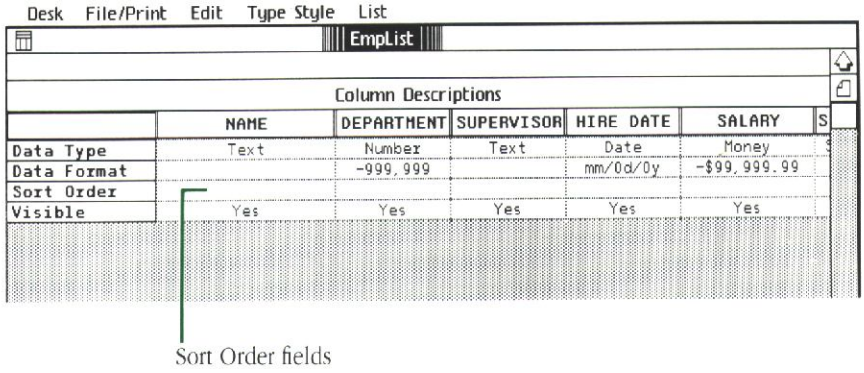
NAME	DEPARTMENT	SUPERVISOR	HIRE DATE	SALARY	SOCIAL SECURIT
Marta, Molly	750	Davidson	8/02/80	$ 3,900.00	576-84-9384
Loy, Jack	750	Irwin	10/01/81	$ 3,800.00	859-38-5757
Scofield, Mercer	750	Davidson	11/19/80	$ 3,800.00	563-22-1882
Blaze, Renwick	750	Randall	7/10/78	$ 3,425.00	863-15-2778
Tildon, Frederick	750	Small	1/10/81	$ 3,300.00	738-63-9372
Tyler, Foster	750	Irwin	9/15/81	$ 3,200.00	974-23-4739
King, Catherine	750	Montecalvo	1/10/79	$ 2,850.00	984-20-3003
Lamb, Bella	750	Irwin	7/06/81	$ 2,500.00	789-87-0886
Lily, Bruce	750	Small	8/10/81	$ 2,500.00	909-28-1829
Blumfield, Robert	751	Gross	10/07/78	$ 3,425.00	788-51-2819
Garcia, Carla	751	Randall	7/10/78	$ 3,425.00	781-78-2384
Olsen, Arnold	755	Clarke	10/02/81	$ 4,500.00	574-83-9458
Norman, Margaret	755	Montecalvo	9/19/82	$ 2,850.00	948-57-6847
Mason, Paula	870	Clarke	2/10/81	$ 4,500.00	671-81-2111
Randall, Martin	870	Grace	8/02/76	$ 4,300.00	819-27-6392
Smith, Mary	870	Grace	4/19/76	$ 4,300.00	665-26-3711
Maxim, Lawrence	870	Montecalvo	4/24/76	$ 2,850.00	892-39-1028
Joyce, Elizabeth	920	Irwin	10/08/81	$ 2,500.00	576-69-8387
Johnson, Franklin	950	Conrad	10/15/77	$ 4,100.00	847-65-6473
Rohr, Gunther	950	Conrad	1/15/79	$ 4,000.00	853-37-8536

When you sort a list based on multiple columns, you have to decide which column should be sorted first, which column second, and so on. The first column you select is given first priority for sorting. Subsequent columns are given second priority, then third, and so on, according to the order in which you select them. All columns, except the first, show the priority number in the Sort Order field on the Column Descriptions table.

To Sort Multiple Columns:

1 ▶ Open the **List** menu and choose **What Order and Format?**

LisaList displays the Column Descriptions table, which allows you to set up a sort order for the list.



2 ▶ Click once in the Sort Order field of the first column you want to sort.

The **Row Order** menu choice now appears in the menu bar.

3 ▶ Open the **Row Order** menu and choose **Ascending Order** or **Descending Order**.

The word *Ascend* or *Descend* appears in the Sort Order field for this column.

4 ▶ Repeat steps 2 and 3 for the second column you want to sort, then the third, and so on.

The number *(2)* appears in the Sort Order field for the second column, *(3)* for the third, and so on.

5 ▶ Open the **List** menu and choose **Show List in Order** (to display the entire list) or **Find and Show in Order** (to display a partial list according to the current search specifications).

LisaList then rearranges the list and displays it in the order you specified.

Changing the Sort Specifications

When you have sorted a list, you can change the sort specifications by changing the sort order or sort priority of a column.

Change the sort order if you want to change from ascending to descending order (and vice versa) in a column or if you no longer want to include a column in the sort.

Change the sort priority if you have sorted multiple columns and want to change the order of priority in which the columns were sorted.

Changing the Sort Order

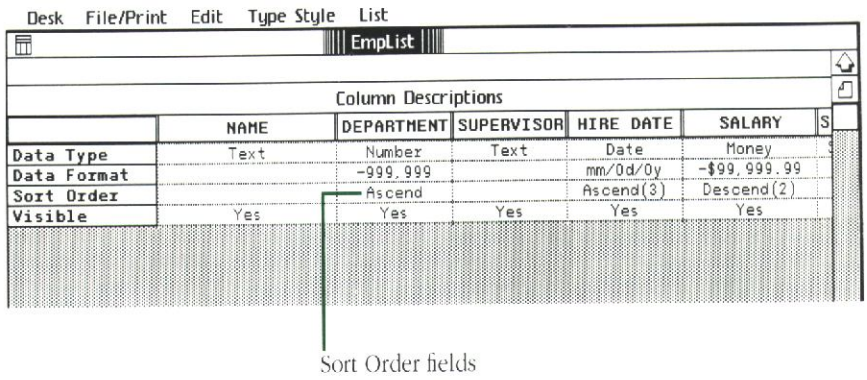
When you sort a list, you choose ascending or descending order for each column to be sorted. You can change a column that is currently displayed in ascending order to descending order, and vice versa.

You can also remove the sort specifications for a column if you no longer want to include this column in the sort.

To Change the Sort Order:

1► If the Column Descriptions table (shown below) is already displayed on the screen, you can omit this step.

If the list itself is displayed on the screen, go to the Column Descriptions table by opening the **List** menu and choosing **What Order and Format?**.



2► Click once in the Sort Order field of the column you want to change.

The **Row Order** menu choice now appears in the menu bar.

3► If you want to change the order, open the **Row Order** menu and choose **Ascending Order** or **Descending Order**. *Ascend* or *Descend* is changed in the sort order field.

Or

If you no longer want to include the column in the sort, press the Clear key, and *Ascend* or *Descend* is cleared from the field. If you had sorted multiple columns, all priority numbers are changed accordingly.

4► Repeat steps 2 and 3 for any other columns you want to change.

5▸ Open the **List** menu and choose **Show List in Order** (to display the entire list) or **Find and Show in Order** (to display a partial list according to the current search specifications).

LisaList then displays the list with the relevant columns sorted in the new order.

Changing the Sort Priority

When you sort a list based on more than one column, each column is given a sort priority. This is determined by the order in which you selected columns to be sorted on the Column Descriptions table. The sort priority of each column is shown as a number in the Sort Order fields on the Column Descriptions table. The first column to be sorted doesn't show a number; the second column shows the number *(2)*, the third *(3)*, and so on. You can change this priority number so that the columns are sorted in a different order of priority.

The list shown below has been sorted primarily on the Supervisor column. Salaries were sorted second, and employee names third.

Desk File/Print Edit Type Style List

EmpList

Ordered Rows

NAME	DEPARTMENT	SUPERVISOR	HIRE DATE	SALARY	SOCIAL SECURIT
Mason, Paula	870	Clarke	2/10/81	$ 4,500.00	671-81-2111
Olsen, Arnold	755	Clarke	10/02/81	$ 4,500.00	574-83-9458
Martinez, Teresa	960	Clarke	10/20/81	$ 4,350.00	768-12-1329
Johnson, Franklin	950	Conrad	10/15/77	$ 4,100.00	847-65-6473
Rohr, Gunther	950	Conrad	1/15/79	$ 4,000.00	853-37-8536
Schmidt, Peter	950	Conrad	3/10/78	$ 4,000.00	575-84-7386
Smyth, Jason	950	Conrad	7/01/76	$ 4,000.00	773-56-8375
Marta, Molly	750	Davidson	8/02/80	$ 3,900.00	576-84-9384
Scofield, Mercer	750	Davidson	11/19/80	$ 3,800.00	563-22-1882
Randall, Martin	870	Grace	8/02/76	$ 4,300.00	819-27-6392
Smith, Mary	870	Grace	4/19/76	$ 4,300.00	665-26-3711
Blumfield, Robert	751	Gross	10/07/78	$ 3,425.00	788-51-2819
Loy, Jack	750	Irwin	10/01/81	$ 3,800.00	859-38-5757
Tyler, Foster	750	Irwin	9/15/81	$ 3,200.00	974-23-4739
Joyce, Elizabeth	920	Irwin	10/08/81	$ 2,500.00	576-69-8387
Lamb, Bella	750	Irwin	7/06/81	$ 2,500.00	789-87-0886
Armstrong, James	960	Mallory	6/01/78	$ 3,000.00	978-21-7239
King, Catherine	750	Montecalvo	1/10/79	$ 2,850.00	984-20-3003
Maxim, Lawrence	870	Montecalvo	4/24/76	$ 2,850.00	892-39-1028
Norman, Margaret	755	Montecalvo	9/19/82	$ 2,850.00	948-57-6847

To sort the Salary column first, followed by supervisor and employee name, you can change the sort priority of the Salary column to *(1)*. This would display the list as shown below.

Desk File/Print Edit Type Style List

EmpList

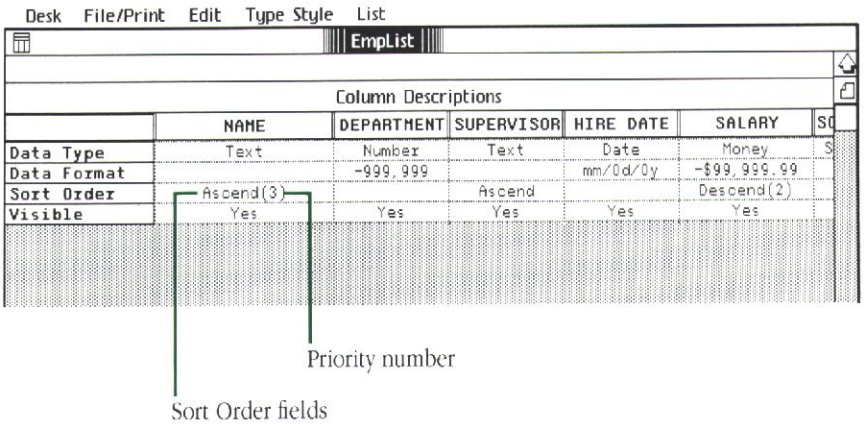
Ordered Rows

NAME	DEPARTMENT	SUPERVISOR	HIRE DATE	SALARY	SOCIAL SECURIT
Mason, Paula	870	Clarke	2/10/81	$ 4,500.00	671-81-2111
Olsen, Arnold	755	Clarke	10/02/81	$ 4,500.00	574-83-9458
Martinez, Teresa	960	Clarke	10/20/81	$ 4,350.00	768-12-1329
Randall, Martin	870	Grace	8/02/76	$ 4,300.00	819-27-6392
Smith, Mary	870	Grace	4/19/76	$ 4,300.00	565-26-3711
Johnson, Franklin	950	Conrad	10/15/77	$ 4,100.00	847-65-6473
Rohr, Gunther	950	Conrad	1/15/79	$ 4,000.00	853-37-8536
Schmidt, Peter	950	Conrad	3/10/78	$ 4,000.00	575-84-7386
Smyth, Jason	950	Conrad	7/01/76	$ 4,000.00	773-56-8375
Marta, Molly	750	Davidson	8/02/80	$ 3,900.00	576-84-9384
Scofield, Mercer	750	Davidson	11/19/80	$ 3,800.00	563-22-1882
Loy, Jack	750	Irwin	10/01/81	$ 3,800.00	859-38-5757
Allen, John	950	Shannon	6/01/78	$ 3,800.00	878-92-1452
Anastasia, James	950	Sundar	11/01/78	$ 3,750.00	574-83-9756
Blumfield, Robert	751	Gross	10/07/78	$ 3,425.00	788-51-2819
Blaze, Renwick	750	Randall	7/10/78	$ 3,425.00	863-15-2778
Garcia, Carla	751	Randall	7/10/78	$ 3,425.00	781-78-2384
Tildon, Frederick	750	Small	1/10/81	$ 3,300.00	738-63-9372
Tyler, Foster	750	Irwin	9/15/81	$ 3,200.00	974-23-4739
Armstrong, James	960	Mallory	6/01/78	$ 3,000.00	978-21-7239

To Change the Sort Priority:

1 ▸ If the Column Descriptions table (shown below) is already displayed on the screen, you can omit this step.

If the list itself is displayed on the screen, go to the Column Descriptions table by opening the **List** menu and choosing **What Order and Format?**.



2 ▸ Click once in the Sort Order field of the column whose priority you want to change.

3 ▸ Select the priority number in this field by double-clicking on the priority number.

4 ▸ Type the new priority number and press the Enter key. When you press Enter, the priority numbers in all subsequent columns change accordingly.

5 ▸ Repeat steps 2 through 4 for each column you want to change.

6 ▸ Open the **List** menu and choose **Show List in Order** (to display the entire list) or **Find and Show in Order** (to display the partial list according to the current search specifications).

Searching a List (Displaying a Partial List of Specific Information)

Searching a list lets you display a partial list containing specific information. You can search for anything from a single item to many items meeting several criteria. For example, you might want to display only those rows in the list that contain

- A specific name or number.
- All employees hired on the same date.
- All salaries higher than $3,500.
- Everyone who has a salary between $2,500 and $3,500, was hired on a particular date, and works in a certain department.

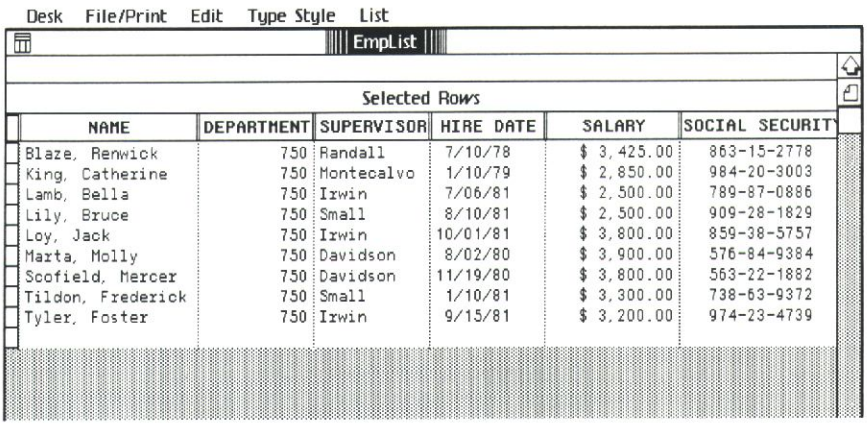
When you search a list, LisaList finds the information you are looking for and displays only the part of the list that contains this information. This partial list includes all the rows that contain the information you want, and no other rows. The missing rows are not removed permanently from the list, but they don't meet the criteria so they are not displayed at this time.

The information on the following pages explains different ways to search a list and describes some important concepts. You should read and be familiar with this information before using the procedures that follow.

Searching in One or More Columns

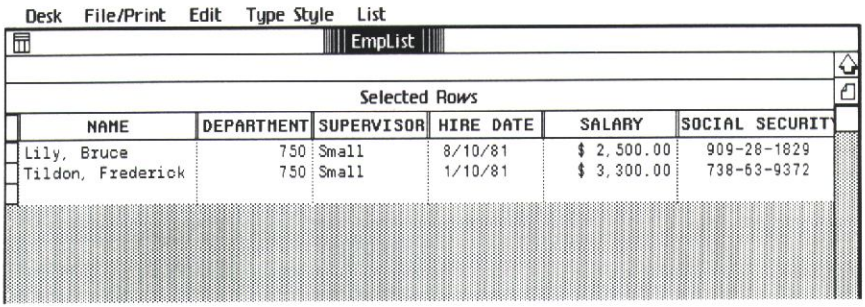
You can search for information in one column or in several columns. If you search in more than one column, only rows meeting the criteria for all these columns are displayed in the partial list.

When you search in one column, you can display all the rows that meet the criteria in that particular category. For example, LisaList displayed the following list after searching the Department column for everyone in department 750.



NAME	DEPARTMENT	SUPERVISOR	HIRE DATE	SALARY	SOCIAL SECURITY
Blaze, Renwick	750	Randall	7/10/78	$ 3,425.00	863-15-2778
King, Catherine	750	Montecalvo	1/10/79	$ 2,850.00	984-20-3003
Lamb, Bella	750	Irwin	7/06/81	$ 2,500.00	789-87-0886
Lily, Bruce	750	Small	8/10/81	$ 2,500.00	909-28-1829
Loy, Jack	750	Irwin	10/01/81	$ 3,800.00	859-38-5757
Marta, Molly	750	Davidson	8/02/80	$ 3,900.00	576-84-9384
Scofield, Mercer	750	Davidson	11/19/80	$ 3,800.00	563-22-1882
Tildon, Frederick	750	Small	1/10/81	$ 3,300.00	738-63-9372
Tyler, Foster	750	Irwin	9/15/81	$ 3,200.00	974-23-4739

If you search in more than one column, you can further restrict the information that will be displayed in the partial list. For example, LisaList displayed the following list after searching for everyone in *Department* 750 who earns a *Salary* between $2,500 and $3,500, and whose *Supervisor* is Small.


Desk File/Print Edit Type Style List
EmpList
Selected Rows
NAME DEPARTMENT SUPERVISOR HIRE DATE SALARY SOCIAL SECURIT
Lily, Bruce 750 Small 8/10/81 $ 2,500.00 909-28-1829
Tildon, Frederick 750 Small 1/10/81 $ 3,300.00 738-63-9372

Search Comparisons

When you search a list, LisaList compares the item you are searching for with all the other information in the column or columns. The item you are searching for is called the search item. You can display information that

- *Matches* the search item.
- Falls in a *range* between two search items.
- Is *relative* to (comes before or after) the search item.

Matching Displays entries that are exactly the same as the search item. For example, if the search item is Smith, you can display everyone called Smith; if the search item is a salary of $2,000, you can display all salaries of $2,000.

Range Displays entries that fall in a range between two search items. For example, if the search items are the hire dates 10/3/83 and 12/1/84, you can display everyone hired between 10/3/83 and 12/1/84, inclusive; if the search items are C and CZ, you can display all words that begin with a C.

Relative Displays entries that have a particular relationship to the search item. For example, if the search item is a salary of $2,500, you could display all salaries higher than $2,500, lower than $2,500, and so forth. All the relative comparisons are described in Table 6.

Table 6. Relative Search Comparisons

Comparison	Examples	Meaning
< (Up to)	<100	Display all values lower than, but not including, 100.
	<Smith	Display all names that come before Smith in the alphabet (not including Smith).
<= (Up to and including)	<=100	Display all values lower than or equal to 100.
	<=Smith	Display Smith and all names that come before it in the alphabet.
> (After)	>100	Display all values higher than, but not including, 100.
	>Smith	Display all names that come after Smith in the alphabet (not including Smith).
>= (After and including)	>=100	Display all values higher than or equal to 100.
	>=Smith	Display Smith and all names that follow it in the alphabet.
<> (Different from)	<>100	Display every value except 100.
	<>Smith	Display everyone who isn't called Smith.

Note: The meaning of up to (<) and after (>) depends on the data type. For a complete description of these meanings, see the Appendix, Ordering Values.

Combining Searching with Sorting

If you have also set up sort specifications for the list, you can choose **Find and Show in Order** from the **List menu** to sort and display the partial list. If you choose **Find and Show** from the **List** menu, the partial list is displayed in the default sort order, regardless of the current sort specifications. The default sort order sorts the leftmost column in the list in ascending order.

See Sorting a List for more information.

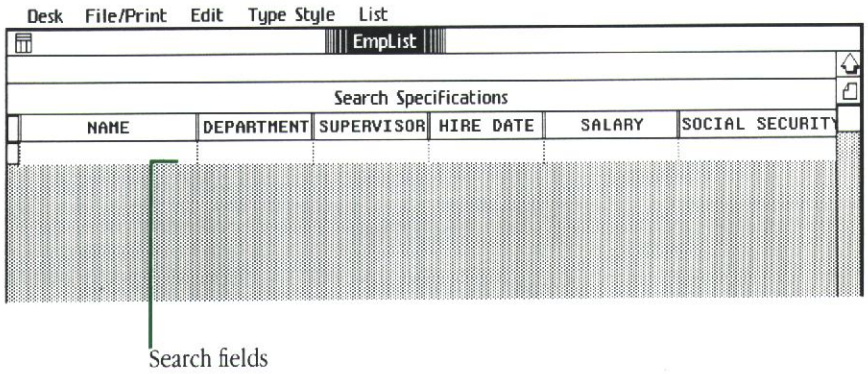
Saving the Search Specifications

When a list is saved, the search specifications are saved with the list. However, the next time you open the list, LisaList displays the entire list. If you want to display the partial list according to the current search specifications, open the **List** menu and choose **Find and Show**.

To Search a List:

1 ▸ Open the **List** menu and choose **Find What?**

LisaList displays the Search Specifications table. If you had previously set up search specifications that you no longer want to use, clear them before beginning a new search (see Cancelling a Search).



2 ▸ Select the Search field in the column you want to search by clicking once in the blank field below the column header.

The **Comparisons** menu choice now appears in the menu bar.

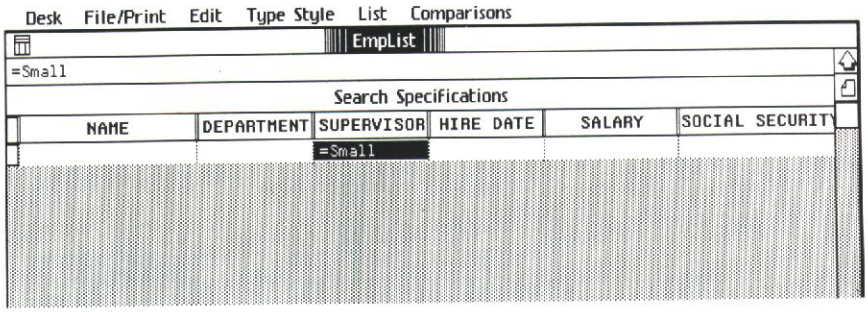
3 ▸ If you are searching for matching information, go to step 4a; for relative information, go to step 4b; for a range of information, go to step 4c. (If you need help, see the explanatory information before this procedure.)

▸▸▸

4a ▶ To display information that matches the search item:

Open the **Comparisons** menu and choose **Same As**.

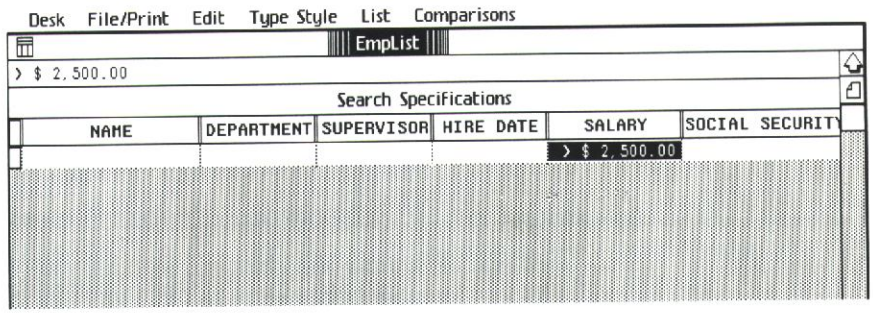
Type the search item and press the Enter key; then go to step 5.



4b ▶ To display information that is relative to the search item:

Open the **Comparisons** menu and choose the comparison you want. If you need help, see Table 6.

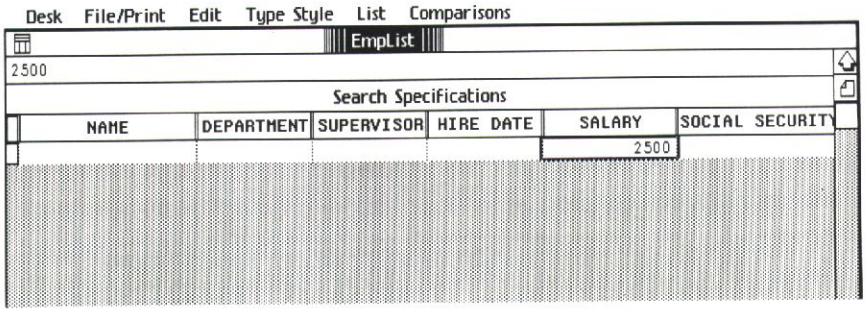
Type the search item, and press the Enter key.



Go to step 5.

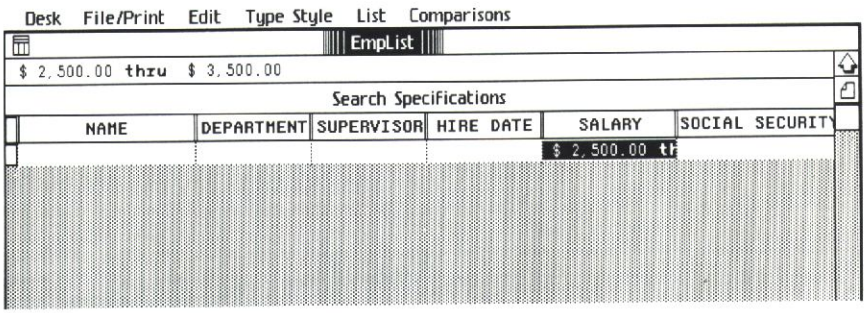
4c▸ To display a range of information:

Type the first search item in the range.



Open the **Comparisons** menu and choose THRU.

Type the last item in the range, and press the Enter key.



Go to step 5.

5▸ Repeat any of the options in step 4 for each column you want to search.

6▸ To display the partial list, open the **List** menu and choose **Find and Show** (to use the default sort order) or **Find and Show in Order** (if you have set up your own sort order).

LisaList then displays the partial list containing the information you searched for.

Changing the Search

When you search a list, you enter specifications on the Search Specifications table for each column you want to search. LisaList then displays the partial list that contains the information you are looking for.

If you want to display information different from that currently displayed in the partial list, you can change the search specifications for one or more columns. You can also remove the search specifications from a column if you no longer want to use this column in the search.

In addition, you can cancel the entire search by deleting the search specifications completely.

Changing the Search Specifications

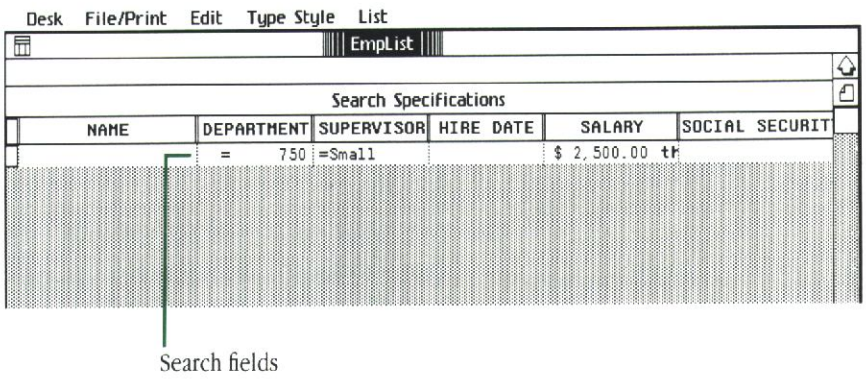
The search specifications tell LisaList what you want to find in the list. You can set up search specifications in one column or in several columns.

If you want to search for different information in a column, you can change the specifications for that column. You can also remove the specifications from any column that you no longer want to search.

To Change the Search Specifications:

1▸ If the Search Specifications table (shown below) is already displayed on the screen, you can omit this step.

If the list itself is displayed on the screen, go to the Search Specifications table by opening the **List** menu and choosing **Find What?**



2▸ Select the Search field in the column you want to change by clicking once in the blank field below that column header.

3 ▸ Open the **Edit** menu and choose **Clear Entries**, or press the Clear key for the same result.

The search specifications are removed for this column.

4 ▸ Enter new specifications in the search field, or leave it blank if you no longer want to search this column. If you need help, see Searching a List.

5 ▸ Repeat steps 2 through 4 for each column you want to change.

You can now enter any additional search specifications and **Find and Show** the information (see Searching a List).

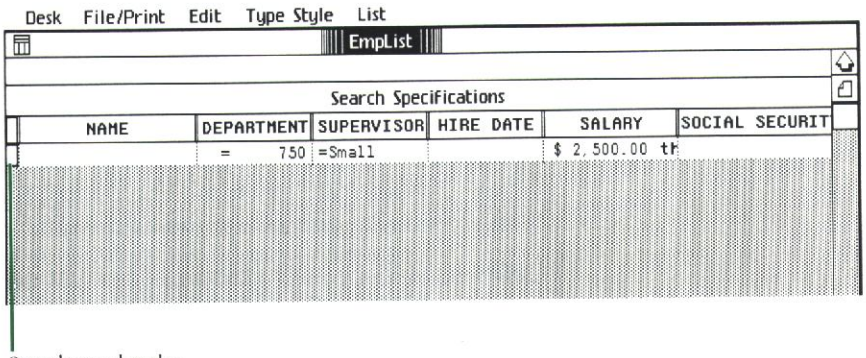
Cancelling a Search

If you want to change all the search specifications for every column, it is easier to cancel the complete search than to change it column by column. You can then set up brand new search specifications for the list.

To Cancel the Current Search Specifications:

1 ▸ If the Search Specifications table (shown below) is already displayed on the screen, you can omit this step.

If the list itself is displayed on the screen, go to the Search Specifications table by opening the **List** menu and choosing **Find What?**



Search row header

2 ▸ Select the Search row by clicking once in the Search row header.

▶▶▶

3 ▸ Open the **Edit** menu and choose **Clear Entries**, or press the Clear key for the same result.

The Search row is cleared and remains selected.

4 ▸ You can now select fields and enter new search specifications (see Searching a List), or you can return to the list by opening the **List** menu and choosing **Show Entire List**.

Using LisaList with Other Applications

After you have created a list with LisaList, you can use all or part of the list with other Lisa applications. You can also copy information into a list from documents created with other applications.

You can use LisaList with

- LisaCalc.
- LisaGraph.
- LisaWrite.
- LisaTerminal.
- LisaProject.

Using LisaList with any of these applications involves copying information from one document to another in the same way as you would copy information from one list to another. If you are not familiar with the basic copy procedures, see Moving and Copying Information earlier in this chapter.

Copying Information into LisaList

If you want to paste information from another application into a new list, you must first set up the list on the Create table and then choose **Show New List** from the **List** menu. You cannot create a new list from another application by pasting into the Create table itself.

When you copy information into LisaList from another application, you must take into account the data types and data formats of the columns where you paste the information; that is, you must paste text into a Text column and numbers into a column that uses one of the numeric data types and the appropriate data format.

The information you paste into the list will be formatted according to the data format of the column you paste into. For example, if you paste the number 122584 into a column with a data type of Date and a data format of mm/dd/yy, the number will be displayed as 12/25/84. You can make any necessary adjustments to the data format after you have pasted the information.

If the information you paste into the list already has its own format, this format must be compatible with the data format of the column you paste into. For example, you cannot paste the number 1,000,000 into a column with a data format of −99,999. If LisaList finds an incompatible data format, a message to this effect is displayed. You can then cancel the paste operation, or continue. If you continue, the incompatible entries are not pasted and the corresponding fields in the list will be blank.

When you paste information into a list, you must be sure there is enough space to accommodate all the columns you are pasting. LisaList can add extra rows to the list to make room for the pasted copy, but additional columns cannot be added. You must also paste into an area that is the same size or an exact multiple of the information you are pasting. For complete information on pasting with LisaList, see Tables 3, 4, and 5, under Moving and Copying Information.

You can copy any part of the list itself into another document, but you cannot copy the column headers. If you need to duplicate column titles in the new document, you must insert these after you have pasted the information.

From LisaCalc or LisaGraph to LisaList

You can copy any part of a LisaCalc spreadsheet or LisaGraph table into a LisaList list:

- A single cell, row, or column.
- A range of cells, rows, or columns.
- An entire LisaCalc spreadsheet or LisaGraph table.

You cannot copy the graph portion of a LisaGraph document into LisaList.

Pasting cells from a LisaCalc spreadsheet or LisaGraph table into a LisaList list has the following results.

Column Width If the LisaCalc or LisaGraph column was not wide enough to display the complete entry in a cell, only the part of the entry that was visible on the spreadsheet or table is pasted into the list.

Alignment and Number Style LisaCalc or LisaGraph cell alignment and number style are not preserved.

Cell Visibility If you copy invisible cells from a LisaCalc spreadsheet, the cells are blank when they are pasted into the list.

Formulas The results of LisaCalc formulas are pasted into the list, but the formulas themselves are not.

Protected Cells Because you cannot protect LisaList fields, the protection status of LisaCalc cells is not preserved.

From LisaWrite to LisaList

If you have created a table in a LisaWrite document, you can copy any part of this table into a list.

Pasting from a LisaWrite document into a LisaList list has the following results.

Paragraphs LisaList treats each paragraph in a LisaWrite document as a row in the list.

Tab Stops LisaList treats each tab stop in a LisaWrite document as the beginning of a new column in a list.

For example, LisaList regards a single LisaWrite paragraph containing three tab stops as one row containing three columns. If you copy more than one paragraph, the paragraph with the highest number of tab stops defines the number of columns. For example, if you copy two paragraphs — one with three tab stops and one with six — LisaList treats this as two rows, each containing six columns.

From LisaProject to LisaList

You can copy the Cash Flow table and the Task table from LisaProject to LisaList, but you must copy the entire table; you cannot select individual columns or rows. Only the information in the tables is copied to the new list (LisaList automatically removes the table title, subtitle, and column and row labels).

Before you copy a LisaProject table into a list, you must first set up the list on the Create table and then choose **Show New List** from the **List** menu. You cannot create a new list by pasting into the Create table itself.

When you copy from the Cash Flow or Task table, you must take into account the data type of the columns into which you are pasting the information. The column into which you paste numeric information from LisaProject must have the appropriate data type.

The information you paste into a list is formatted according to the data format of the column you paste into. For example, if you paste the number 122584 into a column with a data type of Date and a data format of mm/dd/yy, the number is displayed as 12/25/84. You can make any necessary adjustment to the data format after you have pasted the information.

If the information you paste into the list already has its own format, this format must match the data format of the column you paste into. If LisaList finds an incompatible data format, an alert message appears. You can then cancel the operation or continue. If you continue, the incompatible entry is not pasted and the corresponding field in the list is left blank.

When you paste information into a list, you must be sure there is enough space to accommodate all the columns you're pasting.

From LisaTerminal to LisaList

You can copy tabular information from LisaTerminal to LisaList. Whatever is transmitted from the host computer is sent to the LisaList list.

LisaList treats LisaTerminal paragraphs and tab stops in the same way as those in a LisaWrite document (see page 106).

To Copy Information from Other Applications to LisaList:

1 ▸ Select the part of the LisaCalc, LisaGraph, LisaWrite, or LisaTerminal document you want to copy.

2 ▸ Open the **Edit** menu and choose **Copy**.

The selected information is placed on the Clipboard.

3 ▸ Open the list into which you want to copy the information by double-clicking on its icon (you may need to rearrange objects on the desktop first).

4 ▸ Select a location in the list for the copied information (if you need help, see Moving and Copying Information).

5 ▸ Open the **Edit** menu and choose **Paste**.

The information from the Clipboard is copied into the list.

▸▸▸

If LisaList finds an error while pasting the information, an alert message is displayed. You can then cancel the remainder of the operation or continue. If you continue, the information that caused the error will not appear in the list and these fields will be blank.

Copying Information from LisaList

You can copy any part of a LisaList document into a LisaCalc, LisaGraph, LisaWrite, or LisaTerminal document. You can copy

- A single field, row, or column.
- A range of fields, rows, or columns.
- The entire list.

When you paste into a LisaCalc or LisaGraph document, the area you paste into must be the same size or an exact multiple of the information you are copying. For complete information on LisaCalc and LisaGraph pasting rules, see the *LisaCalc* or *LisaGraph* manual.

From LisaList to LisaCalc

Pasting fields from a LisaList list into a LisaCalc spreadsheet has the following results.

Alignment Entries in cells retain the alignment they had in LisaList fields, even if you had previously chosen a different alignment for these cells in the spreadsheet. If necessary, you can change the alignment after the cells have been pasted.

Number Style All entries retain the LisaList data format, even if you had previously chosen a different number style for these cells in the spreadsheet. If necessary, you can change the number style after the cells have been pasted.

Column Width The complete entry from a LisaList field is pasted into a LisaCalc cell, even if it was not completely visible in the field when you copied it. If an entry is too wide to be fully displayed in a cell in the spreadsheet, LisaCalc fills the cell with asterisks. You can then widen the column to display the complete entry.

Protected or Invisible Cells If you try to paste into LisaCalc cells that are protected or invisible, a warning message is displayed. You can then cancel the operation or continue to paste into the cells.

Formulas Any fields in the list that use the Number data type can be used in LisaCalc formulas. The other data types give a result of *Error* when used in a formula.

From LisaList to LisaGraph

Pasting information from a LisaList list into a LisaGraph table has the following results.

Alignment and Number Style As in pasting into LisaCalc (see above), cells retain the LisaList alignment and data format. If necessary, you can change this after the cells have been pasted.

Column A Any information you paste into Column A of the LisaGraph table becomes X-axis labels on the graph.

Columns B-I Depending on the LisaList data type, LisaGraph plots information pasted into columns B-I as follows:

- Numbers are plotted on the graph.
- Text, date, time, telephone, and social security are not plotted.
- A five-digit zip code with no punctuation is plotted as if it were a regular number; a nine-digit zip code with punctuation (for example, 95014-5597) is not plotted.
- Money is not plotted if there are blank spaces between the dollar sign and first digit (for example, $ 1.50). If necessary, remove the dollar sign from the data format before copying. When you have pasted the entries, you can adjust the data format in the list and number style in the LisaGraph table as necessary.

Be sure you paste all the labels you need into Column A, and only the numbers you want plotted into the other columns.

From LisaList to LisaWrite

Copying information from a LisaList list to a LisaWrite document has the following results:

Paragraphs LisaWrite treats each row in the list as a separate paragraph followed by a Return character.

Tab Stops LisaWrite inserts tab stops in front of each column from the list, including the first column. LisaWrite sets normal tab stops for Text and Date columns, right flush tabs for Number, Money, and Time columns, and center tabs for Telephone, Zip Code, and Social Security columns. After pasting the information, you can adjust these tab stops as required.

From LisaList to LisaTerminal

When you copy information from LisaList to LisaTerminal, LisaTerminal sends the information to the host computer just as if it had been typed directly into the LisaTerminal document. For more information on LisaTerminal, see the *LisaTerminal* manual.

Copying information from a LisaList list to a LisaTerminal document has the following results:

Paragraphs LisaTerminal treats each row in the list as a separate paragraph followed by a Return character.

Tab Stops LisaTerminal automatically sets flush-left tab stops every eight characters. If a column from the list is wider than eight characters, the following column is pasted at the next available tab stop. After pasting, you can adjust tab stops as required.

To Copy Information from LisaList to Other Applications:

1 ▸ Select the part of the list you want to copy.

2 ▸ Open the **Edit** menu and choose **Copy**.

The selected information is placed on the Clipboard for you.

3 ▸ Open the LisaCalc, LisaGraph, LisaWrite, or LisaTerminal document into which you want to copy the information by double-clicking on its icon (you may need to rearrange objects on the desktop first).

4 ▸ Select a location in the document for the copied information (if you need help, see the *LisaCalc, LisaGraph, LisaWrite,* or *LisaTerminal* manual).

5 ▸ Open the **Edit** menu and choose **Paste**.

The information from the Clipboard is copied into the document.

Shortcuts and Alternatives

The information on the following pages describes shortcuts and alternative methods for performing LisaList operations. These alternatives have the same result as the methods described throughout the earlier part of this chapter. When you are familiar with using LisaList, you can choose whichever method is most convenient for you.

Double-Clicking on Icons

When you want to open a list, you can double-click on icons instead of selecting the icon and choosing menu items. You can do this to start a new list or to open an existing list.

To Start a New List:

1 ▸ Open the Disk by double-clicking on its icon.

2 ▸ Tear off a piece of LisaList stationery by double-clicking on the LisaList paper icon.

3 ▸ Type a name for the new list.

4 ▸ Double-click on the new list's icon to open the list.

To Open an Existing List:

1 ▸ Open the Disk or Diskette by double-clicking on the icon.

2 ▸ If the list is in a folder, double-click on the folder's icon to open the folder.

3 ▸ Double-click on the list's icon to open the list.

Typing Menu Items

In some instances, you can type an item in a field on a LisaList table instead of choosing that item from a menu. This applies to

- Data types.
- Column visibility.
- Search comparisons.
- Sort order.

Data Types

To Choose a Data Type:

1 ▸ On the Create or Add/Remove table, select the Data Type field in the appropriate column.

2 ▸ Type the data type for this column (any one of the following: Text, Number, Money, Date, Time, Telephone, Zip Code, Social Security).

Column Visibility

To Make a Column Invisible or Visible:

1 ▸ On the Column Descriptions table, select the Visible field in the appropriate column.

2 ▸ Type *no* to make the column invisible, or *yes* to make it visible.

Search Comparisons

To Choose a Search Comparison:

1▸ On the Search Specifications table, select the Search field in the appropriate column.

2▸ Type the comparison you want (any one of the following: =, <, <=, >, >=, <>).

Or

If you are searching for a range of information, type the first search item in the range and then type *thru* followed by the last search item in the range.

Sort Order

To Choose a Sort Order:

1▸ On the Column Descriptions table, select the Sort Order field in the appropriate column.

2▸ Type *ascend* to sort the column in ascending order, or *descend* to sort the column in descending order. If you are sorting multiple columns, include the sort priority number of this column in parentheses; for example, *ascend (2)*.

Editing Entries

When a field is selected, its entry appears in the wide-angle view, as well as in the field itself. If an entry is too wide to be fully displayed in the field, LisaList displays the complete entry in the wide-angle view when the field is selected.

All basic editing that can be done in a field can also be done in the wide-angle view.

Changing an Entry

To Change an Entry:

1▸ Select the field that contains the entry.

2▸ Move the pointer to the wide-angle view and select the complete entry or the part of the entry you want to change.

3▸ Type the new entry and press the Enter key.

Inserting Text

To Insert Text in an Entry:

1 ▶ Select the field that contains the entry.

2 ▶ Move the pointer to the wide-angle view and click once at the point you want to insert text.

3 ▶ Type the text you want to insert and press the Enter key.

Apple Key

Some menu items are accompanied by an Apple symbol and a letter. This means you can hold down the Apple key while typing the letter to choose a menu item rather than opening the menu and choosing the item with the mouse.

How to Use the Apple Key

To select the entire list	Hold down the Apple key and type *A*
To copy the current selection to the Clipboard	Hold down the Apple key and type *C*
To paste the entries from the Clipboard into the list	Hold down the Apple key and type *V*
To cut the current selection from the list	Hold down the Apple key and type *X*

Fixing Common Problems

The information on the following pages describes some common LisaList problems and solutions. If you experience problems with the Lisa itself, refer to the *Lisa Office System* manual and the *Lisa 2 Owner's Guide.*

Selecting

Problem

You have selected the wrong part of the list or accidentally set the insertion point in a field.

Solution

Click once in the deselect box at the top left of the list.

Problem

A column in the list has the wrong data type. You want to change the data type without losing the information entered in the column.

Solution

1 ▸ Display the Add/Remove table by choosing **Add/Remove Columns** from the **List** menu.

2 ▸ Add a new column:

a. Select the first blank column at the right of the table and type the title of the column that has the wrong data type.

b. Select the Data Type field in this column, open the **Data Type of Column** menu, and choose the correct data type.

c. If necessary, enter a new data format for the column and move it to a new location by cutting and pasting.

d. Open the **List** menu and choose **Show Modified List**.

3 ▸ Copy the information from the old column to the new column:

a. Select the old column, open the **Edit** menu, and choose **Copy**.

b. Select the new column, open the **Edit** menu, and choose **Paste**.

4 ▸ Remove the column with the incorrect data type from the list:

a. Display the Add/Remove table by choosing **Add/Remove Columns** from the **List** menu.

b. Select the column with the wrong data type, open the **Edit** menu, and choose **Cut**.

c. Open the **List** menu and choose **Show Modified List**.

Entering Information

Problem

The Lisa beeps when you make an entry in a field. The field is circled and an alert message is displayed.

Solution

The information you enter in a column must follow the general pattern indicated by the data format for the column. If you encounter the problem described above, the correct data format is shown in the status panel. You must correct the entry before you can continue. There are two ways to do this.

Either

Press the Clear key to clear the whole entry and retype it;

Or

Press the Backspace key once for each incorrect character and retype the characters.

If you want to change the data format itself, see Changing the Data Format, under Changing the Appearance of a List.

Searching

Problem

After you set up search specifications on the Search Specifications table and choose **Find and Show** or **Find and Show in Order** from the **List** menu, LisaList displays an empty list.

Solution

Open the **List** menu and choose **Find What?** to display the Search Specifications table. Check the table to be sure you have correctly specified the items you want to search for in the list. LisaList only displays an empty list when no items in the list meet the criteria entered on the Search Specifications table.

Problem

The menu names shown in the menu bar are not LisaList menus.

Solution

Look at the document name at the top of the LisaList window. If the document name appears in plain black letters, you have accidentally deactivated the document.

Click once anywhere in the document window to activate the document. The document name should then be highlighted (white letters on a black background) and the LisaList menu names should appear in the menu bar.

Problem

The menu you want does not appear in the menu bar.

Solution

Several menus appear in the menu bar only after you have selected an appropriate field in a LisaList table. For example, the **Data Type of Column** menu does not appear until you have selected a Data Type field.

Make sure you have selected the appropriate field before trying to open the menu associated with it.

Chapter 3

LisaList Reference

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Introduction

This chapter provides an overview and summary of LisaList. It tells you about LisaList without emphasizing procedural instructions. Refer to Chapter 2, Using LisaList, for complete step-by-step instructions on the tasks you can perform with LisaList.

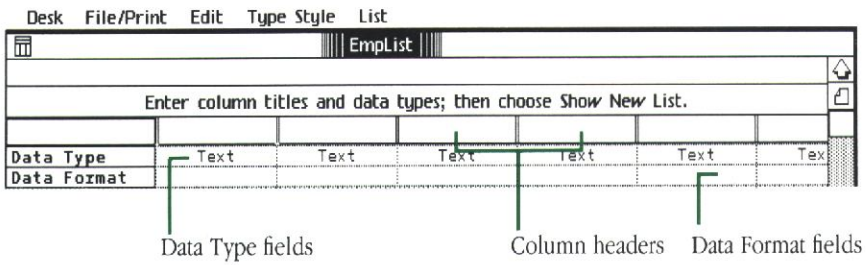
You use LisaList by entering information in tables and selecting menu items. The combination of the information you enter in a table and the menu item you select allows you to accomplish specific results with LisaList.

The first part of this chapter describes the LisaList tables and menus. The second part gives a detailed description of LisaList data formats, provides complete information on the many combinations of data formats you can use, and gives examples of using particular formats.

LisaList Tables

Create Table

The Create table is displayed whenever you tear off a sheet of LisaList stationery and open the new list. The Create table is used to set up column definitions for a new list. You must define columns on this table before you can enter information in the list itself.



Column Headers

Enter a title for each column you want to use in your list.

Data Type Fields

Select the Data Type field and choose a data type for each column.

Data Format Fields

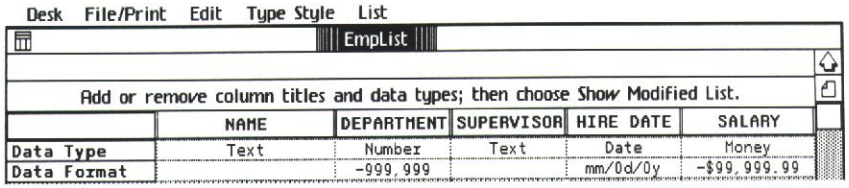
Select the Data Format field and enter a data format for each column that will not use the default data format.

Display the List

Open the **List** menu and choose **Show New List**.

Add/Remove Table

The Add/Remove table is displayed when you choose **Add/Remove Columns** from the **List** menu. The Add/Remove table allows you to add columns to, or remove columns from, the list.



Add a Column

Enter a column title in the first blank column at the right of the table, choose a data type, and, if necessary, enter a data format.

Remove a Column

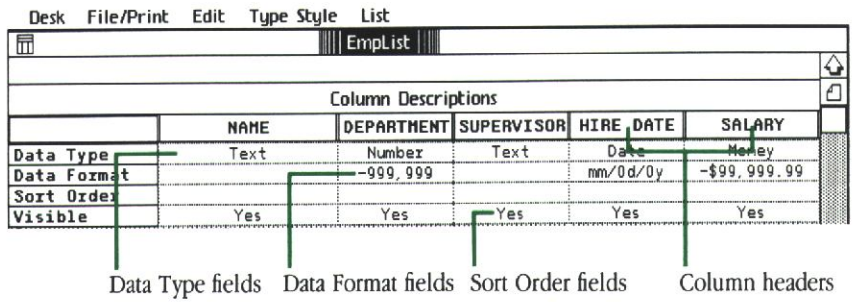
Select the column, open the **Edit** menu, and choose **Cut**.

Return to the List

Open the **List** menu and choose **Show Modified List**.

Column Descriptions Table

The Column Descriptions table is displayed when you choose **What Order and Format?** from the **List** menu. The Column Descriptions table allows you to change the data format of a column, choose whether a column should be visible in the list, and set up a sort order for the list.



Column Headers

Change a column title by selecting the column header and typing the new title.

Data Type Fields

Data types are displayed on the Column Descriptions table for your information only. Once you have chosen a Data Type on the Create table and shown the new list, you cannot change the data type.

Data Format Fields

To change the data format for a column, select the Data Format field and enter the new data format.

Sort Order Fields

To choose a sort order for a column, select the Sort Order field in the column, open the **Row Order** menu and choose **Ascending** or **Descending** order.

Return to the List

Open the **List** menu and choose **Show Entire List** to use the default sort order or **Show List in Order** if you have set up your own sort order.

Search Specifications Table

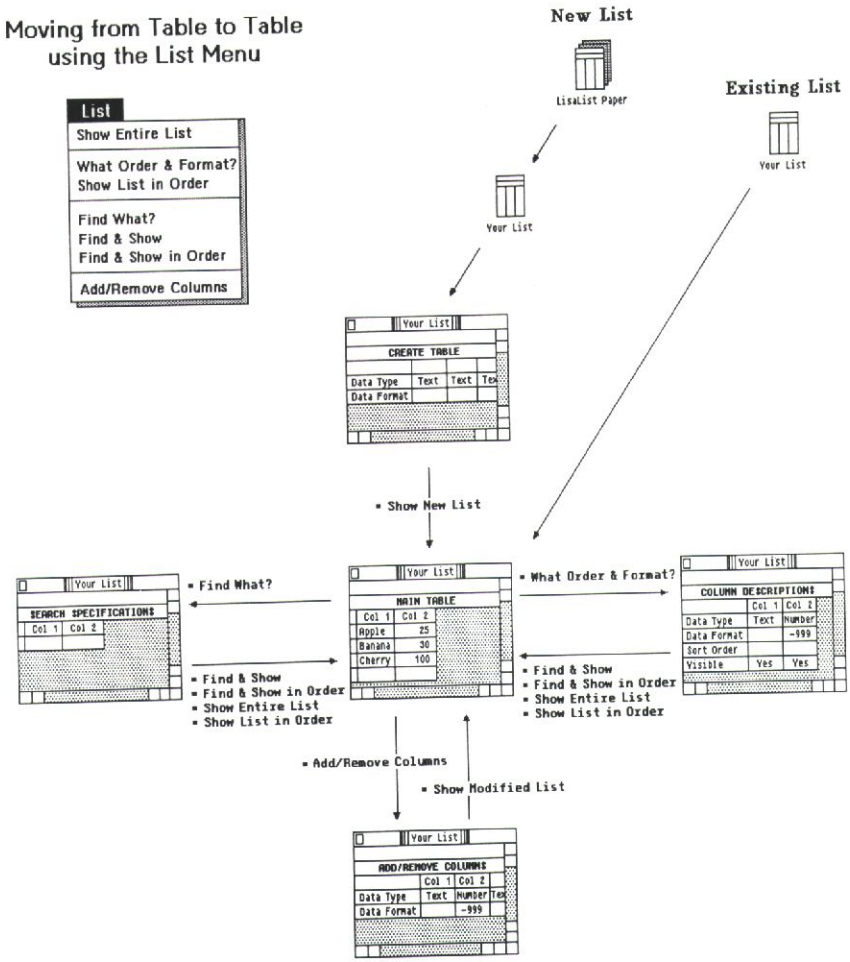
The Search Specifications table is displayed when you choose **Find What?** from the **List** menu. The Search Specifications table allows you to specify particular items that you want to search for in a list.

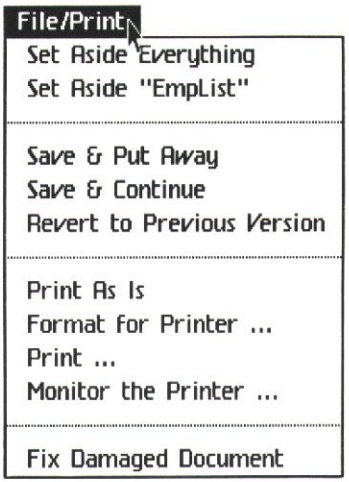
Search Specifications fields

Search Specification Fields

To set up search specifications for a column, select the search specification field in the column. Open the **Comparisons** menu and choose the comparison you want; then type the item with which you want to compare and press the Enter key.

The diagram below illustrates the relationship between the LisaList tables and menu items.





Set Aside Everything Returns all documents to their icons without saving the contents.

Set Aside "Your List" Returns the current list to its icon without saving the contents.

Save & Put Away Saves the contents of the list and returns its icon to the original location.

Save & Continue Saves the contents of the list and leaves it open.

Revert to Previous Version Returns the list to the version that existed when you last saved it.

Print As Is Prints the document.

Format for Printer Formats the list based on the printer to be used.

Print Allows you to specify additional details about printing the list (for example, number of copies, which pages to print).

Monitor the Printer Shows the status of documents that are printing.

Fix Damaged Document Repairs a damaged list. You should only choose this item if you see an alert message that tells you the list may have been damaged.

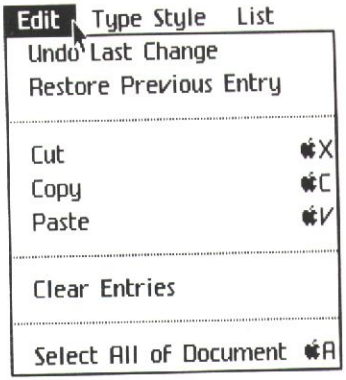
Edit Menu

Undo Last Change Reverses the effect of the last change you made in a single field.

Restore Previous Entry Cancels all changes made to a single field since it was selected.

Cut Cuts the current selection from the list and places it on the Clipboard.

Copy Copies the current selection to the Clipboard.



Paste Pastes whatever is on the Clipboard into the list at the current selection point.

Clear Entries Clears the current selection from the list.

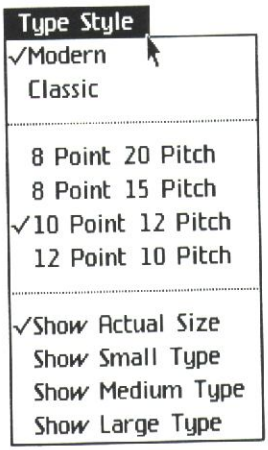
Select All of Document Selects the entire list. If a partial list is displayed because you have searched for these particular items, only the rows in the partial list are selected.

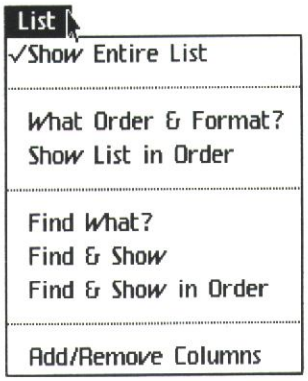
Type Style Menu

Classic/Modern Displays the list in this typeface.

Point/Pitch Uses this point size and pitch to print the list.

Actual/Small/Medium/Large Displays the list on the screen in this type size.





Show Entire List Displays the entire list in order according to the default sort order (leftmost column sorted in ascending order).

What Order & Format Displays the Column Descriptions table where you can set up a sort order for the list, change the data format, and choose whether a column should be visible.

Show List in Order Displays the entire list according to the sort order you have specified on the Column Descriptions table.

Find What? Displays the Search Specifications table where you can set up search specifications for a list.

Find & Show Displays only the rows that match the search specifications in the Search Specifications table. These rows are ordered according to the default sort order.

Find & Show in Order Displays only the rows that match the search specifications in the Search Specifications table. These rows are ordered according to the sort order you have specified on the Column Descriptions table.

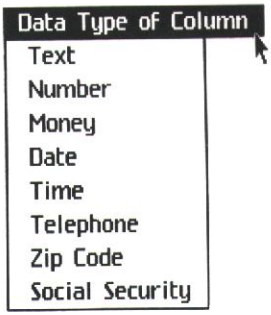
Add/Remove Columns Displays the Add/Remove table where you can add or remove columns from the list.

Show New List This is the only item available in the **List** menu while you are defining columns for a new list in the Create Table. Displays the new empty list on the screen.

Show Modified List This is the only item available in the **List** menu while you are adding or removing a column in the Add/Remove Table. Displays the modified version of the list.

Data Type of Column Menu

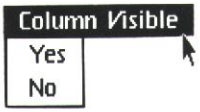
This menu item appears in the menu bar only when you have selected a Data Type field in the Create Table.



Data Types Choose the appropriate data type for each column you are using in the list (see Data Types under Creating a New List in Chapter 2).

Column Visible Menu

This menu item appears in the menu bar only when you have selected a Visible field in the Column Descriptions Table.



Yes Specifies that this column is to be shown and printed in the list.

No Specifies that this column is not to be shown or printed in the list.

Row Order Menu

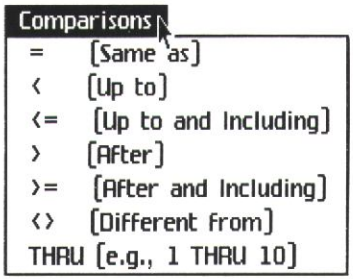
This menu item appears in the menu bar only when you have selected a Sort Order field in the Column Descriptions table.

Ascending Order Sorts this column in alphabetical order (from A to Z) if the column contains text, and from lowest to highest value if the column contains numeric entries.

Descending Order Sorts this column from Z to A if the column contains text, and from highest to lowest value if the column contains numeric entries.

Comparisons Menu

This menu item appears in the menu bar only when you have selected a Search field in the Search Specifications table.



Same as Equal to the search item.

Up to Less than the search item.

Up to and including Less than and including the search item.

After Greater than the search item.

After and including Greater than and including the search item.

Different from Everything except the search item.

THRU Range of search items, inclusive.

Apple Key

Some menu items are accompanied by an Apple symbol and a letter. This means you can hold down the Apple key while typing the letter to choose a menu item, rather than opening the menu and choosing the item with the mouse.

⌘ A Selects the entire list.

⌘ C Copies the current selection to the Clipboard.

⌘ V Pastes entries from the Clipboard into the list.

⌘ X Cuts the current selection from the list.

⌘ . Terminates an operation.

Data Formats

A data format is a sequence of characters, each of which has a particular meaning in LisaList. For example, a data format of hh:mm:ss allows you to enter the time in hours, minutes, and seconds, as in 12:30:45; a data format of (999) 999-9999 would be useful for telephone numbers with area codes.

The data format of a column specifies what the information you enter in that column will look like. The data format does not affect the information content in any way. The data format merely controls the appearance of the information. Data formats give you the flexibility of changing the appearance of entries in a variety of ways.

LisaList supplies a data format for each of the data types. This is called the default data format. If this format is suitable for your needs, you don't have to change it. If you don't want to use the default data format, you can change it to your own specifications.

You can specify a data format when you are creating a new list, or you can change data formats in an existing list. For complete information on these procedures, see Data Formats, under Creating a New List, in Chapter 2; see also Changing the Data Format, under Changing the Appearance of a List, in Chapter 2.

This section describes the data formats for each date type. For each data type, the following information is included:

1. The default format for that data type.
2. The characters that can be included in the data format, and what each character means.
3. The ways in which the data format characters can be arranged.
4. Rules for entering information in a column with a particular data format.
5. Examples of entries using various data formats.
6. Changes you can and cannot make to the data format when you have already entered information in the column.

Text

You can specify a data format for text with a *text format* or a *text pattern.*

A *text format* indicates the types of characters you can enter in a column. These characters can be letters, numbers, or punctuation symbols, in any combination. The entry in the column can contain any number of the acceptable characters and these characters can be entered in any order. A text format merely specifies which types of characters are acceptable; it does not control the order in which they must be entered or the number of characters allowed.

A *text pattern* must always be enclosed in quotation marks to distinguish it from a text format. The pattern indicates precisely what you can enter in the column — a specific number of letters, numbers, or punctuation symbols that must be entered in the order indicated by the pattern.

Text formats and text patterns are described below.

Default Text Format

The default format is blank, which is equivalent to Aa9+.

Format Characters

Character	Meaning
A-Z	Any number of uppercase letters.
a-z	Any number of lowercase letters.
0-9	Any number of digits.
Punctuation symbol	Any number of punctuation symbols.

Arrangement of Format Characters

1. The data format must not be longer than four characters.
2. The characters can be arranged in any order.

Rules for Entering Information

1. You can only enter punctuation symbols and digits if the data format allows them.
2. If the data format allows only uppercase letters, and you enter a lowercase letter, it is converted to uppercase.
3. If the data format allows only lowercase letters, and you enter an uppercase letter, it is converted to lowercase.
4. If the data format contains no letters, no letters are allowed.

▶▶▶

Examples of Entries

Format	You Type	LisaList Displays
Aa1/	Net-Loss	Net-Loss
	Earnings	Earnings
	1985 Total	1985 Total
B	Net-Loss	Not accepted (hyphen)
	Earnings	EARNINGS
	1985 Total	Not accepted (digits)

Format Changes Allowed

You can change the format to any other text format. When you do this, LisaList automatically changes existing entries to the new format wherever possible.

Text Pattern

The text data format, as described above, indicates the type of information you can enter in a column with the Text data type — uppercase or lowercase letters, numbers, or punctuation.

You can further control the entries in a text column by defining a text pattern. A text pattern must be enclosed in double quotes and restricts the type of character that can be entered in a certain position. Text patterns are described below.

Format Characters

Character	Meaning
A-W, and Y-Z	Any letter; if you enter a lowercase letter, it will be displayed in uppercase.
a-w, and y-z	Any letter; if you enter an uppercase letter, it will be displayed in lowercase.
X	A single digit or letter; lowercase letters will be displayed in uppercase.
x	A single digit or letter; uppercase letters will be displayed in lowercase.

Format Characters, continued

Character	Meaning
0-9	Any digit.
Punctuation symbol	Any punctuation symbol.
"	A text pattern must be enclosed in quotation marks.

Arrangement of Format Characters

1. The text pattern must begin and end with quotation marks (").
2. You can use any letter from *a* through *z*, except *x* or *X*. The letters you use can be uppercase or lowercase, with or without accents; for example, *z, Z, a, å, à, A.*
3. X or *x* in the pattern indicates that either a number or a letter can be entered in that position.
4. The pattern must not be longer than 40 characters, including the two quotation marks.
5. The characters in the pattern can be arranged in any order.

Rules for Entering Information

1. If the pattern contains any digit from 0 through 9, you must type a number in that position in the entry.
2. If the pattern contains an uppercase letter, and you type a lowercase letter, the letter is displayed in uppercase.
3. If the pattern contains a lowercase letter, and you type an uppercase letter, the letter is displayed in lowercase.
4. You must enter exactly the same number of letters and digits as you have in the text pattern.
5. If the pattern contains punctuation symbols, you do not have to type them; LisaList automatically inserts punctuation for you. Any punctuation symbols you type are ignored.

Examples of Entries

Pattern	You Type	LisaList Displays
"aa-aa-1-999"	xytt7898	xy-tt-7-898
	xzrr1234	xz-rr-1-234
	xytt	not accepted (too few characters)
"a12/34/A"	q2545h	q25/45/H
"a12/34/a"	q2545h	q25/45/h
"a12/34/x"	q2545H	q25/45/h
"a/a/a1-AAAA"	zzs4qdqd	z/z/s4-QDQD
"a/a/a1-xxxx"	zzs4qd89	z/z/s4-qd89
"a/a/a1-XXXX"	zzs4qd89	z/z/s4-QD89
"ab/ab/ab"	abcdef	ab/cd/ef
	ab/cd/ef	ab/cd/ef
	ab:cd:ef	ab/cd/ef
	abc	not accepted (too few letters)

Format Changes Allowed

You can change the pattern to any other text pattern. When you do this, LisaList automatically changes existing entries to the new pattern wherever possible.

Number

Default Data Format

−999,999

Format Characters

Character	Meaning
1–9	Any digit. If the corresponding digit in the entry is a zero in the leftmost position, the zero is not displayed. Digits to the right of the decimal point are always displayed.
0	Any digit. If the corresponding digit in the entry is zero, it is displayed even if it is the leftmost digit.
#	Any digit. If the corresponding digit in the entry is blank, the blank space is removed.

Format Characters, continued

Character	Meaning
+	If you enter a positive number, a plus sign is displayed. If you enter a negative number, a minus sign is displayed.
−	If you enter a negative number, a minus sign is displayed. If you enter a positive number, no sign is displayed.
.	Decimal point. Displays a decimal point in this position. The number of digits after the decimal point in an entry is the same as those in the format.
,	Comma. Displays a comma in this position if there are digits to the left.
<> or ()	Negative indicators. When used to enclose the format, negative numbers are displayed in the same kind of brackets.
units string	A series of letters to indicate units (for example, lbs., ft., mm.). The string can appear before the leftmost digit or at the extreme right and can be followed by an optional period. No other punctuation is allowed in the string.

Arrangement of Format Characters

1. There must be at least 1 character and no more than 18.
2. The decimal point, if used, can be anywhere.
3. No commas can appear to the right of the decimal point.
4. + or − can only appear at the extreme right or left of the format.
5. If you use the negative indicators () or <>, they must enclose the entire format.
6. If you include a units string before the number, it can appear before or after the sign. If you include a units string after the number, it must appear after the sign or last digit.

Rules for Entering Information

1. If the format does not include +, −, (), or <>, you cannot enter a negative number.
2. If negative numbers are allowed, you can enter them with any of the negative indicators: −, (), or <>.
3. The entry can contain fewer digits than the format, but it cannot contain more.
4. If the format does not include a decimal point, the entry cannot include a decimal point.
5. If the format has a decimal point, and the entry does not, the entry is considered to be a whole number.
6. If the format includes a units string, you do not have to type the string in an entry. LisaList automatically adds it for you. If you do type the string, it must be spelled exactly the same as the format string, although uppercase and lowercase don't have to match.
7. The # symbol is similar to using a 9 in the format. For each # or 9, LisaList reserves a space for a digit in that position. If you don't enter a digit in that position, LisaList leaves a blank space if the format uses a 9, and no blank space if the format uses a #.

Examples of Entries

Format	You Type	LisaList Displays
99,999	55113	55,113
	-12	not accepted (sign not allowed)
	14.3	not accepted (decimal point)
	123456	not accepted (too many digits)
09999.99-	55113	55113.00
	-12	00012.00-
	14.3	00014.30
	123456	not accepted (too many digits to left of decimal point)

Examples of Entries

Format	You Type	LisaList Displays
+000000.00	55113	+055113.00
	-12	-000012.00
	14.3	+000014.30
	123456	+123456.00
‹999,999.99›	55113	55,133.00
	-12	‹12.00›
	14.3	14.30
	1232456	123,456.00
9,999 weeks	500	500 weeks
	1000 weeks	1,000 weeks
	1 year	not accepted (mismatched units)
Part 999	25	Part 25
-99 oz.	10-	-10 oz.
	2 OZ.	2 oz.
	444	not accepted (too many digits)
Kg -999,999	1234	Kg 1,234
	-1234	Kg -1,234
	11	Kg 11
Kg -###,999	1234	Kg 1,234
	-1234	Kg -1,234
	111	Kg 111
KG -###,099	11	Kg 011

Format Changes Allowed

1. If you add or delete a decimal point, or change its location, an alert message warns you that changing the decimal point changes the size of the numbers displayed. You can click OK to continue with the change, or click Cancel to cancel the change.

2. You can decrease the number of digits by any amount. The rules for increasing the number of digits are as follows: If the format has 1 through 2 digits, you cannot increase it to more than 2; if the format has 3 through 4 digits, you cannot increase it to more than 4; if the format has 5 through 9 digits, you cannot increase it to more than 9; if the format has 10 through 18 digits, you cannot increase it to more than 18.
3. If you add or delete a comma, the entries are displayed in the new format.
4. If you add a +, −, (), or <>, the entries are displayed in the new format.
5. If you delete a +, −, (), or <>, negative numbers that you have already entered are still displayed with a − sign, but no new negative numbers can be entered.
6. If you change a zero to another digit or vice versa, the numbers are displayed in the new format.

Money

Default Data Format

−$99,999.00

Format Characters

Character	Meaning
1–9	Any digit. If the corresponding digit in the entry is a zero in the leftmost position, the zero is not displayed. Digits to the right of the decimal point are always displayed.
0	Any digit. If the corresponding digit in the entry is zero, it is displayed even if it is the leftmost digit.
#	Any digit. If the corresponding position in the entry is blank, the blank space is removed.
Currency symbol	Any currency symbol. For example, $ in the US, £ in Britain, ¥ in Japan.

Format Characters, continued

Character	Meaning
Currency string	A series of letters to indicate currency(for example, DM, Kroner). The string can appear at the left or right and can be followed by an optional period. No other punctuation is allowed in the string.
+	If you enter a positive number, a plus sign is displayed. If you enter a negative number, a minus sign is displayed.
−	If you enter a negative number, a minus sign is displayed. If you enter a positive number, no sign is displayed.
CR	If you enter a negative number, CR is displayed. If you enter a positive number, nothing is displayed.
DR	If you enter a positive number, DR is displayed. If you enter a negative number, nothing is displayed.
	Decimal point. Displays a decimal point in this position. The number of digits after the decimal point in an entry is the same as those in the format.
,	Comma. Displays a comma in this position if there are digits to the left.
*	Asterisk (for check protection). An asterisk appears in this position when a leading zero would normally appear.
<> or ()	Negative indicators. When used to enclose the format, negative numbers are displayed in the same kind of brackets.

Arrangement of Format Characters

1. There must be at least 1 digit and no more than 18.
2. The decimal point, if used, can be in any position.

3. No commas can appear to the right of the decimal point.
4. A + or − can only appear to the right or left of the digits, and can appear immediately to the right of the currency symbol.
5. If you use a currency string, it must consist only of letters, followed by an optional period. No other punctuation is allowed in a currency string.
6. Currency strings can be included only before the first digit or after the last digit.
7. Repeating a currency symbol in the format has the same effect (eliminates blank spaces) as using a # symbol in that position.

Rules for Entering Information

1. If the format does not include +, −, (), <>, CR, or DR, you cannot enter a negative number.
2. If negative numbers are allowed, you can enter them with any of the negative indicators: −, (), <>, or CR.
3. The entry can contain fewer digits than the format, but it cannot contain more.
4. If the format does not include a decimal point, the entry cannot include a decimal point.
5. You don't have to type the currency symbol or the commas; LisaList automatically inserts them for you.
6. If the format includes a currency string, you do not have to type the string in an entry. LisaList automatically adds it for you. If you do type the string, it must match the format string exactly.
7. Repeating a currency symbol in the format has the same effect of eliminating blank spaces as using a # symbol in that position. For second and subsequent currency symbols, LisaList reserves a space for a digit in that position. If you don't enter a digit in that position, LisaList does not leave any blank space in the entry.

Examples of Entries

Format	You Type	LisaList Displays
$9,999.99	1234.56	$1,234.56
	-336.22	not accepted (sign not allowed)
	3	$3.00
	126CR	not accepted (sign not allowed)
	126DR	not accepted (sign not allowed)
099CR	1234.56	not accepted (too many digits)
	-336.22	not accepted (decimal point)
	3	003
	126CR	126CR
	126DR	126
-$$,$$$.00	1234.56	$1,234.56
	-336.22	-$336.22
	3	$3.00
	126CR	-$126.00
	126DR	$126.00
+$****.99	1234.56	+$1234.56
	-336.22	-$*336.22
	3	+$***3.00
	126CR	-$*126.00
	126DR	+$*126.00
-¥###,#99	85	¥85
	-85	-¥85
	1111	¥1,111
DM -999,999	50	DM 50
	-50	DM -50
	5555	DM 5,555

Examples of Entries, continued

Format	You Type	LisaList Displays
-£££,£99.00	-150	-£150.00
-¥¥,¥¥¥	85	¥85
$$$,345	123	$123

Format Changes Allowed

1. If you add or delete a decimal point, or change its location, an alert message warns you that changing the decimal point changes the size of the numbers displayed. You can click OK to continue with the change, or click Cancel to cancel the change.
2. You can decrease the number of digits by any amount. The rules for increasing the number of digits are: If the format has 1 through 2 digits, you cannot increase it to more than 2; if the format has 3 through 4 digits, you cannot increase it to more than 4; if the format has 5 through 9 digits, you cannot increase it to more than 9; if the format has 10 through 18 digits, you cannot increase it to more than 18.
3. If you add or delete a comma, the entries are displayed in the new format.
4. If you add a +, −, (), <>, CR, or DR, the entries are displayed in the new format.
5. If you delete a +, −, (), <>, CR, or DR, negative numbers that you have already entered are still displayed with a minus sign, but no new negative numbers can be entered.
6. If you change a zero to another digit or vice versa, the numbers are displayed in the new format.

Date

Default Data Format

mm/0d/0y

Format Characters

Character	Meaning
mm	2-digit month number (1 is January, 12 is December). If the corresponding position in the entry contains only one digit, the month is preceded by a blank.
0m	2-digit month number. If the corresponding position in the entry contains only one digit, the month is preceded by a zero.
Month name	Full month name (January, February, and so on).
3-letter month	Month abbreviation (Jan, Feb, and so on).
dd	2-digit day number (1 through 31). If the corresponding position in the entry contains only one digit, the day is preceded by a blank.
0d	2-digit day number. If the corresponding position in the entry contains only one digit, the day is preceded by a zero.
y, yy, yyy, yyyy	1- to 4-digit year number. If the corresponding position in the entry contains fewer digits than the format, the year is preceded by blanks.
0y, 00y, 000y	2- to 4-digit year number. If the corresponding position in the entry contains fewer digits than the format, the year is preceded by zeros.
Punctuation symbol	Any punctuation symbol.

Arrangement of Format Characters

1. The month, day, and year (date parts) can be in any order, and any part can be omitted.
2. At least one punctuation symbol or space must separate the date parts.
3. If you use the full or abbreviated month, the name in the format must be a real month name, or the first three letters of a real month name.
4. The data format cannot contain more than 40 characters.

Rules for Entering Information

1. You must enter the date parts in the same order as in the format.
2. If you leave out a date part, blanks are displayed in the missing part.
3. Month names and abbreviations must be spelled correctly.
4. If the format contains punctuation symbols, you do not have to type them; LisaList automatically inserts punctuation for you. Any punctuation symbols you type are ignored.
5. The month part of a format can be represented by digits, month name, or month abbreviation. If the format uses one of these, and you enter a date in one of the other formats, LisaList converts the date and displays it according to the data format.
6. If you enter the word *Date*, LisaList automatically displays today's date. This date does not change, even if you open the list again at a later date.
7. If you enter the word *Current* or the letter *C* instead of a date part, the current month, day, or year is displayed. This does not change, even if you open the list again at a later date.

Examples of Entries

Format	You Type	LisaList Displays
`0m/0d/yy`	`April 3, 84`	`04/03/84`
	`9/5/84`	`09/05/84`
	`Sep 13`	`09/13/`
	`12284`	`12/28/ 4`
`Jan dd, yyyy`	`April 3, 1984`	`Apr 3, 1984`
	`9/5/84`	`Sep 5, 84`
	`Sep 13`	`Sep 13,`
	`12284`	`Dec 28, 4`
`dd July`	`April 3`	`3 April`
	`9/5`	`5 September`
	`13 Sep`	`13 September`
	`1212`	`12 December`

Time

Format Changes Allowed

You can change from any date format to any other date format. If the new format requires more information than the old format, blanks are supplied as necessary in dates that you have already entered.

Default Data Format

hh:0m:0s

Format Characters

Character	Meaning
hh	2-digit number of hours. If the corresponding position in the entry contains only one digit, the hour is preceded by a blank.
0h	2-digit number of hours. If the corresponding position in the entry contains only one digit, hour is preceded by a zero.
mm	2-digit number of minutes. If the corresponding position in the entry contains only one digit, the minutes are preceded by a blank.
0m	2-digit number of minutes. If the corresponding position in the entry contains only one digit, the minutes are preceded by a zero.
ss	2-digit number of seconds. If the corresponding position in the entry contains only one digit, the seconds are preceded by a blank.
0s	2-digit number of seconds. If the corresponding position in the entry contains only one digit, the seconds are preceded by a zero.
AM, PM, am, pm	Displays hours as am or pm.
Punctuation symbol	Any punctuation symbol.
Time trailer	A string of letters following the format or any one of the time parts.

Arrangement of Format Characters

1. The hours, minutes, and seconds (time parts) can be in any order, and any part can be omitted.
2. If am or pm is included, it must be last in the format.
3. You can use any punctuation symbol, or none at all, to separate time parts.
4. Time trailers are for use outside the U.S. only. If used, they must appear at the end of the format, or following one of the time parts. Time trailers must consist of letters only.

Rules for Entering Information

1. You must enter hours, minutes, and seconds in the same order as in the format. If you leave out any time part, LisaList assumes the parts you have entered are in the same order as in the format.
2. If the format does not include am or pm, hours are assumed to be according to the 24-hour clock (midnight is 00, noon is 12, 2 pm is 14, and so on).
3. If the format includes am or pm, and you don't enter either, the hours are interpreted as follows:

0	Midnight
1-6	pm
7-11	am
12	Noon
13-23	pm

4. If the format does not include am or pm, and you enter either, the hours are displayed according to the 24-hour clock.
5. If you enter the word *Time*, LisaList automatically displays the current time. This time does not change, even if you open the list again at a later time.
6. If you enter the word *Current* or the letter *C* for a time part, LisaList displays the current time for that part. This does not change, even if you open the list again at a later time.
7. If the format contains punctuation symbols, you do not have to type them; LisaList automatically inserts punctuation for you. Any punctuation symbols you type are ignored.

8. If the format includes a time trailer, you do not have to type it in an entry. LisaList automatically adds it for you. If you do type the trailer, it must match the format exactly.

Examples of Entries

Format	You Type	LisaList Displays
0h:0m:0s AM	104 pm	01:04:00 PM
	19:22:23	07:22:23 PM
	2:15 AM	02:15:00 AM
hhmm	19:22:23	not accepted (too many time parts)
	2:15	215
ss/mm/hh PM	104 pm	0/ 1/ 4 PM
	19:22:23	19/22/11 PM
	2:15	2/15/
hhH mmMN ssSE	12:30:30	12H:30MN:30SE
	1111	11H:11MN: SE
hh:mm:ss UHR	12:30:30	12:30:30 UHR
	1111	11:11: UHR

Format Changes Allowed

1. If the new format has more time parts than the old format, the missing parts of existing entries are filled with zeros or blanks, depending on which part is missing.
2. If the new format includes am or pm, and the old format did not, the hours are interpreted according to the 24-hour clock.
3. If you change the order of time parts, existing entries are displayed with the correct value for each part.
4. The punctuation symbols separating time parts can be changed in any way; existing entries are displayed in the new format.

Default Data Format

(999) 999-9999

Format Characters

Character	Meaning
0–9	Any digit.
Punctuation symbol	Any punctuation symbol.

Arrangement of Format Characters

1. A telephone format must have either ten digits (to include area code), or seven digits (no area code). Other telephone numbers, such as four-digit extensions, can use a Number data format.
2. You can use any punctuation symbol, and any number of punctuation symbols, to separate the parts of the telephone number.

Rules for Entering Information

1. If you enter ten digits when the format has only seven, LisaList remembers all ten digits and displays them if you later increase the format to ten.
2. If you type seven digits when the format has ten, LisaList fills the area code digits with zeros.
3. If the format contains punctuation symbols, you do not have to type them; LisaList automatically inserts punctuation for you. Any punctuation symbols you type are ignored.

Examples of Entries

Format	You Type	LisaList Displays
(999) 999-9999	234567890	(123) 456-7890
	1234567	(000) 123-4567
999-9999	1234567890	456-7890
	1234567	123-4567

Format Changes Allowed

1. If you change the format from seven to ten digits, the area code for existing entries is shown as 000.
2. If you change the format from ten to seven digits, the area code in existing entries is no longer shown, but is remembered by LisaList. The area code is redisplayed if you change the format back to ten digits.
3. Punctuation symbols can be changed in any way, and existing entries are displayed in the new format.

Zip Code

Default Data Format

99999

Format Characters

Character	Meaning
0-9	Any digit.
Punctuation symbol	Any punctuation symbol.

Arrangement of Format Characters

1. A zip code must have either five or nine digits.
2. You can use any punctuation symbol, and any number of punctuation symbols, within the zip code.
3. The data format must not contain more than 40 characters.

Rules for Entering Information

1. If you type nine digits when the format has only five, LisaList remembers all nine digits and displays them if you later increase the format to nine.
2. If you type five digits when the format has nine, LisaList displays zeros for the last four digits.
3. If the format contains punctuation symbols, you do not have to type them; LisaList automatically inserts punctuation for you. Any punctuation symbols you type are ignored.

Examples of Entries

Format	You Type	LisaList Displays
99999-9999	123456789	12345-6789
	12345	12345-0000
99999	123456789	12345
	12345	12345

Format Changes Allowed

1. If you change the format from five digits to nine, four zeros are added to all existing entries that contain five digits.
2. If you change the format from nine digits to five, existing entries that contain nine digits are shown with five. The remaining digits are remembered by LisaList and are redisplayed if you change back to nine digits.
3. Punctuation symbols can be changed in any way, and existing entries are displayed in the new format.

Social Security

Default Data Format

999-99-9999

Format Characters

Character	Meaning
0–9	Any digit.
Punctuation symbol	Any punctuation symbol.

Arrangement of Format Characters

1. Every social security format must have exactly nine digits.
2. You can use any punctuation symbol, and any number of punctuation symbols, to separate the parts of the number.
3. The data format must not contain more than 40 characters.

Rules for Entering Information

1. A social security number must have exactly nine digits.
2. If the format contains punctuation symbols, you do not have to type them; LisaList automatically inserts punctuation for you. Any punctuation symbols you type are ignored.

Examples of Entries

Format	You Type	LisaList Displays
999999999	123456789	123456789
	1234	not accepted (too few digits)
999-99-9999	123456789	123-45-6789
	123/45/6789	123-45-6789

Format Changes Allowed

1. The number of digits cannot be changed.
2. Punctuation symbols can be changed in any way, and existing entries are displayed in the new format.

Appendix

Ordering Values

153 Table A-1. Comparisons by Data Type

156 Table A-2. Sort Order for Characters

In both sorting and searching, the ordering of values is important. Whether a given value is greater than or less than another value depends on the data type as well as the values themselves. Table A-1 shows the meaning of the terms *less than* and *greater than* as applied to each data type.

In a search, the search specification *A THRU B* is the same as *greater than or equal to A, and less than or equal to B.*

Table A-1. Comparisons by Data Type

Data Type	Comparison	Meaning
Text	<x	Alphabetically before x. Digits sort before letters. Lowercase letters and uppercase letters sort the same. See Table A-2 for a complete list of characters.
	<=x	Alphabetically before or the same as x.
	>x	Alphabetically after x.
	>=x	The same as x or alphabetically after x.
	Examples	A12.<A12/ 12GG<=12GG 99QP>99Q9 AAA4>=AAA.
Number	<x	Less than x in value.
	<=x	Less than or equal to x in value.
	>x	Greater than x in value.
	>=x	Equal to x or greater than x in value.
	Examples	-323<0 32.40<=32.4 0>-.0001 .0001>0

Table A-1. Comparisons by Data Type, continued

Data Type	Comparison	Meaning
Money	<x	Less than x in value.
	<=x	Less than or equal to x in value.
	>x	Greater than x in value.
	>=x	Equal to x or greater than x in value.
	Examples	345<346 $1,234.56<=$1,235.00 $789>$788 392.56>=392.56
Date	<x	Earlier than x.
	<=x	Earlier than x or on the same day as x.
	>x	Later than x.
	>=x	On the same day as x or later than x.
	Examples	4/2/62<5/3/73 5/27<=5/27 4/29/82>9/5/47 1983>=1982
Time	<x	Earlier than x.
	<=x	Earlier than x or at the same time as x.
	>x	Later than x.
	>=x	At the same time as x or later than x.
	Examples	13:04<15:59 11 AM<=2 PM 4:22:23>4:22:22 1425>=932

Table A-1. Comparisons by Data Type, continued

Data Type	Comparison	Meaning
Telephone	<x	Less than x in value.
	<=x	Less than or equal to x in value.
	>x	Greater than x in value.
	>=x	Equal to x or greater than x in value.
	Examples	981-3745<981-3746 (408)555-1212<=(415)555-1212 (914)454-0613>(914)424-0613 777-7777>=777-7777
Zip Code	<x	Less than x in value.
	<=x	Less than or equal to x in value.
	>x	Greater than x in value.
	>=x	Equal to x or greater than x in value.
	Examples	11111<11112 12345<=54321 28376>23876 28376>=28376
Social Security	<x	Less than x in value.
	<=x	Less than or equal to x in value.
	>x	Greater than x in value.
	>=x	Equal to x or greater than x in value.
	Examples	111-11-1111<111-11-1112 123-45-6789<=123-45-6789 432-65-9876>423-65-9876 432-65-9876>=432-56-9876

Table A-2 shows all the characters you can enter from the Lisa keyboard, in the order in which they are sorted. This order only applies when a column has the Text data type. The first character is the space, followed by !, ", #, $, and so forth. Lowercase letters sort the same as uppercase letters.

Examples:

Abc De<AbcDe
A!<A"
X*<X9
X9<X=
ABCDE=abcde
xyz=xy[

Table A-2. Sort Order for Characters

Sort Order	Character	Name
1		space
2	!	exclamation point
3	"	generic double quotes
4	#	number sign
5	$	dollar sign
6	%	percent sign
7	&	ampersand
8	'	generic single quote
9	(	left parenthesis
10	)	right parenthesis
11	*	asterisk
12	+	plus (math symbol)
13	,	comma
14	−	minus (math symbol)
15	.	period
16	/	right slash
17	0	zero
18	1	one
19	2	two
20	3	three
21	4	four
22	5	five
23	6	six
24	7	seven
25	8	eight
26	9	nine

Table A-2. Sort Order for Characters, continued

Sort Order	Character	Name
27	:	colon
28	;	semicolon
29	<	less than
30	=	equals
31	>	greater than
32	?	question mark
33	@	*at* symbol
34	A, a, á, à, â, ã	letter *A*
35	Ä, ä	letter *A* umlaut*
36	Æ, æ	*Æ* ligature*
37	a̲	*a* underbar
38	Å, å	letter *A* circle
39	B, b	letter *B*
40	C, c	letter *C*
41	Ç, ç	letter *C* cedilla
42	D, d	letter *D*
43	E, e, É, é, è, ë, ê	letter *E*
44	F, f	letter *F*
45	G, g	letter *G*
46	H, h	letter *H*
47	I, i, í, ì, î, ï	letter *I*
48	J, j	letter *J*
49	K, k	letter *K*
50	L, l	letter *L*
51	M, m	letter *M*
52	N, n	letter *N*
53	Ñ, ñ	letter *N* tilde
54	O, o, ó, ò, ô	letter *O*
55	Ö, ö	letter *O* umlaut*
56	Ø, ø	letter *O* slash
57	o̲	letter *o* underbar
58	P, p	letter *P*
59	Q, q	letter *Q*
60	R, r	letter *R*
61	S, s	letter *S*
62	ß	German double *S**
63	T, t	letter *T*
64	U, u, ú, ù, û	letter *U**
65	Ü, ü	letter *U* umlaut

Table A-2. Sort Order for Characters, continued

Sort Order	Character	Name
66	V, v	letter *V*
67	W, w	letter *W*
68	X, x	letter *X*
69	Y, y	letter *Y*
70	Z, z	letter *Z*
71	[	left square bracket
72	\	left slash (back slash)
73	]	right square bracket
74	^	circumflex
75	_	underbar
76	`	grave accent
77	{	left curly brace
78	|	vertical bar or stroke
79	}	right curly brace
80	~	tilde
81	†	dagger
82	°	degree symbol
83	¢	cent sign
84	£	pound sterling sign
85	§	section sign
86	•	bullet
87	¶	paragraph symbol
88	®	registered mark
89	©	copyright mark
90	™	trademark
91	´	acute accent
92	¨	umlaut or dieresis
93	≠	not equal (math symbol)
94	∞	infinity (math symbol)
95	±	plus or minus (math symbol)
96	≤	less than or equal
97	≥	greater than or equal
98	¥	yen sign
99	μ	mu
100	∂	differential (math symbol)
101	Σ	capital sigma or math summation symbol
102	Π	capital pi or math product symbol
103	π	pi

Table A-2. Sort Order for Characters, continued

Sort Order	Character	Name
104	∫	integral (math symbol)
105	Ω	capital omega or ohm symbol
106	¿	opening question mark
107	¡	opening exclamation mark
108	¬	negation (math symbol)
109	√	square root (math symbol)
110	ƒ	function (math symbol)
111	≈	approximately
112	Δ	capital delta
113	«	opening European quotation mark
114	»	closing European quotation mark
115	…	ellipsis
116		nonbreaking space
117	À	capital *A* accent grave**
118	Ã	capital *A* tilde**
119	Õ	capital *O* tilde**
120	Œ	Œ ligature**
121	œ	*œ* ligature**
122	-	hyphen
123	—	Em dash
124	“	opening double quotation marks
125	”	closing double quotation marks
126	‘	opening single quotation mark
127	’	closing single quotation mark
128	÷	divide (math symbol)
129	♦	diamond
130	ÿ	letter *y* umlaut

*These characters represent letter pairs and are sorted as follows:

Character	Sorted As
ä	ae
ö	oe
ü	ue
æ	ae
œ	oe
ß	ss

**Version 3.0 of the LisaList software does not sort these characters correctly.

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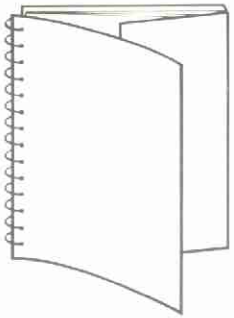

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